

# **The King's Academy**

# **Family Handbook**

**2010-2011**

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**TKA Calendar - [www.tkaflorence.com](http://www.tkaflorence.com)**

Accredited by  
South Carolina Independent Schools Association (SCISA)  
Member of  
South Carolina Independent Schools Association (SCISA)  
Association of Christian Schools International (ACSI)



**A Ministry of Trinity Presbyterian Church**

# HANDBOOK FOR STUDENTS AND PARENTS

Updated August 2010

## SECTION I – GOVERNING STANDARDS

Introduction	5
A Word from TKA’s Head of School	5
A Word from TKA’s Principal	5
2008-2009 Bible Verse	6
Board of Trustees Composition	6
Board of Trustees	6
Accreditation	6
Membership	6
Administration and Leadership Team	6
Faculty	7
Staff	7
Vision Statement of TKA	7
Mission Statement	7
History of TKA	8
Philosophy of Education	8
Statement of Faith	8
Purpose and Objectives	8
Governing Principles	9
Spiritual Standards	9
Communication Standards	9
Academic Standards	10
Appearance Standards	10
Behavior and Conduct Standards	11
Conflict of Interest Standards	11
Dignity Standards	12
Enrollment Standards and Procedure	12
Financial Agreement	13
Home School Student Enrollment	13
Leadership Standards	13
Library Standards	13
Marketing Standards	13
Student Messages	13

## SECTION II – PROGRAMS

Accelerated Reader Program	14
Athletic Program	14
Booster Club	14
Discovery Program	14
Extended Care Program	14
Fine Arts Program	14
Guidance Program	15
Lunch Program	15
Parent Teacher Fellowship	15

## SECTION III – SCHOOL POLICIES\*

(See Sections IV, V, or VI for Grade Level Policies)

Calendar and School Closing Policies	16
Field Trips	16
Holidays	16
Legal Requirements	16
Lost and Found	16
Medication Policies	16
School Records	16
Sign-Outs	17
Supplies and Textbooks	18
Visitors and Guests	18
Withdrawing a Student	18

## SECTION IV – LOWER SCHOOL POLICIES\*

*See Section III for School Wide Policies	19
Lower School Hours	19
Lower School Academics	19

Assignments	19
Grading Reports	19
Grading System	19
Homework	19
Study Skills	19
Tests	20
Lower School Appearance Code	20
Standards	20
Offense	21
Consequence	21
Lower School Athletics	21
Lower School Attendance	21
Lower School Chapel Chums	21
Lower School Classroom Parent Volunteers	22
Lower School Communication	22
Lower School Conduct and Discipline	22
Level I Offenses and Consequences	22
Level II Offenses and Consequences	23
Level III Offenses and Consequences	23
Anti Bullying Policy	24
Lower School Drop Off and Pick Up	24
Lower School Library	24
Lower School Lockers	24
Lower School Lunch	24
Lower School Parties and Birthdays	25
Lower School Promotion	25
Lower School Phone Use	25
Lower School Safety Patrols	25
Lower School Snacks	25
Lower School Student Recognition	25
Lower School Tardiness	25
Lower School Teacher Appreciation	25
Lower School Technology Standard	25

**SECTION V – MIDDLE SCHOOL POLICIES\***

*See Section III for School Wide Policies	
Middle School Hours	26
Middle School Academics	26
Assignments	26
Class Placement	26
Extracurricular Eligibility	27
Academic Suspension	27
Grades	27
Grading Reports	27
Homework	28
Make-Up/Late Work	28
Retaking Classes	28
Study Skills	28
Testing	28
Middle School Appearance Code	29
Standards	29
Offense	30
Consequence	30
Middle School Athletics	30
Middle School Attendance	31
Middle School Communication	31
Middle School Conduct and Discipline	32
Level I Offenses and Consequences	32
Level II Offenses and Consequences	32
Level III Offenses and Consequences	33
Anti Bullying Policy	33
Off Campus Behavior	34
Middle School Detention and Suspension	34
Middle School Drop Off and Pick Up	34
Middle School Electives	35
Middle School Fine Arts	35

Middle School Library	35
Middle School Lockers	35
Middle School Lunch	35
Middle School Missions Week	35
Middle School Phone Use	35
Middle School Promotion	35
Middle School Snacks	35
Middle School Student Recognition	35
Middle School Tardiness	36
Consequences for Tardiness	36
Middle School Teacher Appreciation	36
Technology Standard	36

**SECTION VI – UPPER SCHOOL POLICIES\***

\*See Section III for School Wide Policies

Upper School Hours	37
Upper School Academics	37
Assignments	37
Beta Club	37
Class Placement	37
Class Rank	37
Credit Courses	38
Dual Enrollment	38
Extracurricular Eligibility	38
Academic Suspension	38
Grades	38
Grading Reports	38
Graduation Requirements	39
Home School Classes	39
Homework	39
Make-Up Work/Tests	39
Retaking Credit Courses	40
Syllabi	40
Testing	40
Upper School Appearance Code	40
Standards	40
Offense	42
Consequence	42
Upper School Athletics	42
Upper School Attendance	42
Upper School Communication	43
Upper School Conduct and Discipline	43
Level I Offenses and Consequences	43
Level II Offenses and Consequences	44
Level III Offenses and Consequences	44
Anti Bullying Policy	45
Off Campus Behavior	45
Upper School Detention and Suspension	45
Upper School Electives	46
Upper School Fine Arts	46
Upper School Guidance Service	46
College Visitation	46
Transcripts	46
Upper School Library	46
Upper School Lockers	46
Upper School Lunch	46
Upper School Missions Week	46
Upper School Phone Use	47
Upper School Promotion	47
Upper School Student Drivers	47
Upper School Student Recognition	47
Upper School Tardiness	47
Consequence for Tardiness	47
Upper School Teacher Appreciation	48
Technology Standard	46

## SECTION I – GOVERNING STANDARDS

### INTRODUCTION

#### **A Word from the Head of School**

*“Whoever gives heed to instruction prospers, and blessed is he who trusts in the Lord.” Proverbs 16:20*

Dear Members of The King’s Academy Family,

As the new Headmaster, it is my privilege to welcome you to the 2010/2011 school year. We are honored to have your family join in partnership with ours. At TKA, ours is not merely, or even primarily, a partnership in education. It is a partnership in loving your child, encouraging your child, protecting your child, counseling your child, motivating your child, and being a godly role model for your child. God has called each TKA staff member, not only to teach your child’s mind, but to minister to his/her heart and soul. We commit to give more than is expected in order to accomplish more than is required. Why? Because God’s greatest glory is when the mind of a person is fully trained in a manner that makes his/her heart come fully alive in Him. I get excited just writing those words! I pray you are excited about this new year also, because God desires to bless His children through His school...The King’s Academy!

Please know that I desire to help you in any manner possible in order to make this the best year ever for your child and family. Do not hesitate to call or to come see me. Whether for information, counsel, problem solving, or just encouragement, I am here to serve you. I also look forward to building friendships that will last beyond a lifetime.

The best is yet to come at TKA!

Soli Deo Gloria,  
Michael Hiltibidal  
Head of School

#### **A Word from the Principal**

*“Whoever gives heed to instruction prospers, and blessed is he who trusts in the Lord.” Proverbs 16:20*

Dear TKA Parents,

I am looking forward with excitement to a great year of partnering with you in the education of your child. As Mr. Hiltibidal and I enter into partnership with committed parents, eager students, and our faithful Father God, we are certain to see God do exceedingly abundantly above all that we can ask or even imagine at TKA this year.

I want to welcome our students who are new at TKA this year and welcome back our returning students. Parents, thank you for choosing The King’s Academy and for allowing me the opportunity to come along side you in educating your children and in leading them into the fulfilling life that God has ordained especially for them. The time we have been given to shape them is very short.

Let’s pray for one another that God will bless our efforts and that He will cause us to grow in Him, learning those important lessons He has in store for each one of us. Please do not hesitate to call if you have any questions or concerns. Let’s keep those lines of communication open! And as always, thank you for investing your “*treasure*” at TKA. We know the Word is true that says “where your treasure is, there your heart is, also.” You are blessed abundantly with these precious young people in your lives as we, too, are blessed at school when you share them with us.

Better Together in Him,

Martha Chastain  
TKA Principal

**2010-2011 Bible Verse** – “Now to the King eternal, immortal, invisible, the only God, be honor and glory for ever and ever. Amen” I Timothy 1:17

### **BOARD OF TRUSTEES COMPOSITION**

The TKA Board of Trustees meets monthly to establish policy, set goals and evaluate the affairs of the Academy. The Board of Trustees, composed primarily of parents/guardians of TKA students, consists of up to 11 members who serve a three-year term. In accordance with the Board of Trustee’s by-laws, six members are members of Trinity Evangelical Presbyterian Church. Of these six members, two are appointed from the TEPC Session of Elders and Board of Deacons. Five seats on the Board of Trustees are at-large seats and are filled by TKA parents/guardians who are members of other local churches.

### **BOARD OF TRUSTEES**

Mr. Ken Knudsen –Chairman Trustee/TKA Parent <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>	Mr. Cal Moreau –Vice Chairman Trinity Trustee <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>	Mrs. Libby Cooper–Secretary Trinity Trustee <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>	Mr. Warren Snell Trinity Trustee <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>
Mr. Tony Boatwright Trustee/TKA Parent <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>	Mrs. Susan Liles Trustee/TKA Parent <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>	Mr. Gary Long Trinity Trustee/TKA Parent <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>	Mr. Jim Johnson Appt.Trinity Session/TKA Parent <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>
Mr. Chris Rodenkirchen Appt. Trinity Deacon/TKA Parent <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>	Mr. Rick Wilder Trustee/TKA Parent <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>	Mrs. Doris Rabon Trustee/ TKA Parent <a href="mailto:board@tkaflorence.com">board@tkaflorence.com</a>	

### **ACCREDITATION**

The King’s Academy is accredited by the South Carolina Independent School Association (SCISA). SCISA is an organization comprised of private schools in South Carolina. Renewal for accreditation is on a three-year rotation. TKA has been accredited by SCISA since 1992.

### **MEMBERSHIP**

- The King’s Academy is a member of the South Carolina Independent School Association (SCISA). SCISA is an educational organization that offers independent schools accreditation, athletic and academic competition, and a testing program. SCISA also offers staff development for member teachers as well as a network of professionals available as resources to member schools ([www.scisa.org](http://www.scisa.org)).
- TKA is also a member of the Association of Christian Schools International (ACSI). ACSI assists Christian schools and educators worldwide through staff conferences, publications, and regional academic competition for students, and also serves as a resource for legal and educational information. ACSI’s goal is to help member schools become effective Christian schools in students’ lives as well as in their communities ([www.acsi.org](http://www.acsi.org)).

### **STAFF**

The professional educators at TKA are distinguished by their commitment to Christ, their academic excellence, and their dedication to providing a Christ-centered education to every student. Teaching at TKA is viewed as a ministry as well as a profession. TKA is blessed to have the following faculty and staff for the 2010-2011 school year.

### **LEADERSHIP TEAM**

<u>Head of School</u> Mr. Mike Hiltibidal <a href="mailto:mhiltibidal@tkaflorence.com">mhiltibidal@tkaflorence.com</a>	<u>Principal</u> Mrs. Martha Chastain <a href="mailto:mchastain@tkaflorence.com">mchastain@tkaflorence.com</a>	<u>Admissions Director/Office Manager</u> Mrs. Phyllis Davidson <a href="mailto:pdavidson@tkaflorence.com">pdavidson@tkaflorence.com</a>
<u>Spiritual Life Director</u> Mrs. Betty Leviner <a href="mailto:bleviner@tkaflorence.com">bleviner@tkaflorence.com</a>	<u>Athletic Director</u> Mr. Matt Terrio <a href="mailto:athletics@tkaflorence.com">athletics@tkaflorence.com</a>	<u>Assistant Athletic Director</u> Mr. Marc Burns <a href="mailto:mburns@tkaflorence.com">mburns@tkaflorence.com</a>
<u>Discovery Director</u> Mrs. Elizabeth Hicks <a href="mailto:ehicks@tkaflorence.com">ehicks@tkaflorence.com</a>	<u>Fine Arts Director</u> Ms. Charli Moore <a href="mailto:cmoore@tkaflorence.com">cmoore@tkaflorence.com</a>	<u>Guidance Counselor</u> Mrs. Tina Hicks <a href="mailto:thicks@tkaflorence.com">thicks@tkaflorence.com</a>
<u>Lunch Coordinator</u> Ms. Peggy Mims <a href="mailto:pmims@tkaflorence.com">pmims@tkaflorence.com</a>	<u>Nurse</u> Mrs. Gay Pierce <a href="mailto:gpierce@tkaflorence.com">gpierce@tkaflorence.com</a>	<u>Librarian</u> Mrs. Anita Allen <a href="mailto:aallen@tkaflorence.com">aallen@tkaflorence.com</a>
<u>Business Manager</u> Mrs. Susie Bokelman <a href="mailto:sbokelman@tkaflorence.com">sbokelman@tkaflorence.com</a>	<u>Development Director/Marketing/Public Relations</u> Mrs. Jennifer Hoover <a href="mailto:jhoover@tkaflorence.com">jhoover@tkaflorence.com</a>	

## **FACULTY**

### **Bible**

Mrs. Betty Leviner  
*Spiritual Life Director*  
Ms. Charli Moore  
Mr. Mark Manning  
Rev. Matt Walton  
Rev. Mark Riggs

### **Fine Arts**

Ms. Charli Moore  
*Fine Arts Director*  
*BA-Psychology*  
*Minor-Music/Ed*  
Mrs. Beth Behling  
*BA-Art Ed*

Mr. Paul Clayton  
*BA-Music*

Mrs. Gina Llana  
*BA-Oral Comm*  
Mrs. Molly Ludlam  
*BA-Art Ed*

### **Computer Science**

Mrs. Renee Adams  
*BA-Economics*  
*ME-Ed*  
Mr. Paul Clayton  
*Technology Coordinator*

### **Foreign Language**

Mrs. Trula Rosa  
*BA-Spanish*

### **Lower School**

K-Mrs. Fran Matthew  
*BA-Early Elem*  
1<sup>st</sup>-Mrs. Jane Boulware  
*BA-Elem Ed*  
2<sup>nd</sup>-Mrs. Linda Randall  
*BS-Elem Ed*  
3<sup>rd</sup>-Mrs. Sharon Jarman  
*BA-Early Ed*  
4<sup>th</sup>-Mrs. Sandy Hill  
*BA-Elem Ed*  
5<sup>th</sup>-Mrs. Amy Jackson  
*BA-Education*  
6<sup>th</sup>-Mrs. Rebecca Nash  
*BA-Political Science*  
*MA-Elem Ed*

### **Science**

Dr. Rusty Hitch  
*PhD-Inorganic Chemistry*  
Mr. Patrick Kent  
*BS-Biology*  
Miss Katie Rosa  
*BS-Biology*  
Miss Hope Severance  
*BS-Biology*  
*Minor-Chemistry*

### **Social Studies**

Mrs. Martha Chastain  
*BA-Christian Education*  
*MA-Christian School Admin*  
Rev. Tim Coker  
*Masters of Divinity*  
Rev. Mark Riggs  
*Masters of Divinity*  
Ms. Gwen Wallace  
*BA-History*  
Mr. Matt Terrio  
*BA-History*

### **Math**

Mrs. Amy Boardwine  
*BS-Math*  
Mrs. Cindy Jackson  
*BS-Math Ed*  
Dr. Rusty Hitch  
*PhD-Inorganic Chemistry*  
Mrs. Betty Leviner  
*MA-Education*  
Mrs. Melle Sensibaugh  
*BA-Music*

### **Physical Education**

Mr. Marc Burns  
Mrs. Kelly Heavner

### **English**

Mrs. Catherine Asger  
*MA-Elem Ed*  
Mrs. Emily McLean  
*BA-English Ed*  
Rev. Mark Riggs  
*MA-English*  
Mrs. Lilda RockWiley  
*BA-English*

### **Teaching Assistants**

Mrs. Debbie Isgett  
Ms. Linda Spurling  
Ms. Liz Whitney

### **Library**

Mrs. Anita Allen  
Mrs. Susan Lee

### **OFFICE STAFF**

#### **Finance Office**

Mrs. Susie Bokelman  
Mrs. Phyllis Davidson  
Mrs. Nora McDonald

#### **School Office**

Mrs. Linda Miele  
Mrs. Angie Rivers  
Ms. Linda Spurling

## **VISION OF THE KING'S ACADEMY**

*"Write down a revelation and make it plain on tablets so that a herald may run with it." Habakkuk 2:2*

TKA's vision is to provide a Christ-centered education that prepares students academically, socially, physically and spiritually for the Lord's call on their lives.

## **MISSION STATEMENT**

*"Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6*

### **Lower and Middle School**

- The mission of The King's Academy is to provide academic excellence in a Christ-centered environment for children of Christian families.
- TKA will promote each child's spiritual, academic, social, moral, and physical development through an educational experience in which the Lordship of Jesus Christ and the authority of the Bible are applied to all areas of curriculum.
- TKA will teach students of God's love for them, of His desire for them to have a saving relationship through Jesus Christ, and the need to have their lives led by the Holy Spirit.
- TKA will educate students academically and spiritually so they can be prepared for the ministry the Lord has for their lives.

### **Upper School**

- The mission of the Upper School of The King's Academy is centered on the great commandment to prepare young people to love and serve God and His Kingdom wholeheartedly. Intrinsic to the founding of TKA is the belief that the call of God is upon the hearts and lives of each student at TKA. It is the goal, therefore, of TKA to prepare students for that call and for a life of service to God and His Kingdom.
- Venturing forth in this effort, our aim is to do all things as unto the Lord. The TKA Board and Staff are committed to teaching students that worship of the Lord Jesus Christ is a vital part of our school life and their individual lives as well. We also believe it is our responsibility to train students to reach out to others in ministry to the Lord. Training in worship, in righteousness, and in ministry is not considered "extra" curricular at TKA. Rather worship, training in righteousness, and ministry are at the core of our academic curriculum and are the very foundation of our purpose. The goal for the Upper School of The King's Academy is to prepare graduates for life and for the destiny that is theirs in Christ. Our goal is to raise up a generation committed to changing the world for Christ, purposing to bring the world to Christ and Christ to the world. Our calling is discipleship through training and education with the ultimate goal of preparing students for God's call upon their lives.

## **HISTORY OF THE KING'S ACADEMY**

The King's Academy is an independent corporation governed by a Board of Trustees. TKA is a ministry of Trinity Evangelical Presbyterian Church and was established in Florence, SC, in 1990. TKA is the fulfillment of the vision of seven families. The school began with 13 students and two teachers. Today approximately 250 students from over 175 families represent over 50 different churches. TKA now offers a full educational program for K-12th grade, and this year TKA will graduate its eleventh senior class.

## **PHILOSOPHY OF EDUCATION**

*"The fear of the Lord is the beginning of wisdom and knowledge of the Holy One is understanding."*

*Proverbs 1:7*

The King's Academy exists as an extension of the Christian home, serving to augment and support the Christian instruction of the parent. Parents are regarded as being the God-ordained authority over the child, ultimately responsible for training the child in the Lord. TKA's curriculum is not designed to replace the teaching of the church or the parent but to bring children closer to Jesus Christ within their academic environment.

TKA will maintain high academic and spiritual standards in every area of instruction. TKA believes each child has unique mental, physical, and spiritual abilities. These characteristics need to be acknowledged in the classroom, and every student should be challenged to maximize his/her abilities.

TKA will offer the finest curriculum to students, and all instruction will be aligned with Biblical principles. The Bible will serve as the final authority concerning all questions concerning spiritual training, academic teaching, and character training at TKA. The Word of God is acknowledged as the only absolute, infallible truth. Integration of the Word of God will result in students viewing the world from a Christian perspective.

TKA believes that the call of God is upon the hearts and lives of each student at TKA. It is the goal, therefore, of TKA to help prepare students for that call and for a life of service to God and His Kingdom.

Christian education is not simply a curriculum; it is a manner of teaching in which the Word of God shapes and governs every subject.

## **STATEMENT OF FAITH**

We believe the Holy Scriptures are the Word of God written, which are contained in the sixty-six books of the Old and New Testament. They are inspired by God; are a complete witness to God's redemption through the incarnation of Jesus Christ, who is the Living Word; are authoritative for us; are the absolute of God's revelation of what we are to believe and how we are to live; and reveal all we need to know about God, all He requires of us and His will for the Church. Because they are the inspired Word of God, our only infallible rule of faith and practice, they are to be used as the basis of all our teaching, ministering, and living.

We believe God is sovereign in creation, providence, and salvation. He is the Lord God Almighty, who in the beginning created all things from nothing. He simply spoke and it was. Because He is sovereign, He controls all of His creation. The crowning achievement of His creation was when He made man in His own image - a living soul, who is a spiritual being, housed in a human body. Man disobeyed God and sin came into the world. The perfect relationship between God and man was fractured. In His sovereignty, God made provision, through His son Jesus Christ, to forgive man's sin, to heal the fractured relationship, and to restore man in His image. The Scripture refers to the fulfillment of God's provision of salvation as "being born again," not of the flesh, but of the Spirit.

We believe Jesus Christ is the second Person of the Godhead. He is the only begotten Son of God who was conceived by the Holy Spirit and was born of Mary who was a virgin. He took upon himself the form of a man. He is fully and completely God and man at the same time. Through His death on the cross, He paid the debt for our sins, and through His bodily resurrection He made it possible for us to stand in the presence of God forgiven, justified, redeemed, and adopted into the family of God. Salvation is not based on good works or merit but on the sacrificial death and atoning work of Jesus Christ, which is received by faith alone. Jesus is the only way to salvation. Through Him we are in the process of being sanctified as we grow to be more and more like Him.

We believe the Holy Spirit is the third Person of the Godhead, who has come to glorify Jesus Christ. The Holy Spirit leads us into a saving relationship with God through Jesus Christ. He convicts us that we are sinners, and He applies the saving work of Jesus to our hearts and gives us faith to accept Jesus as our personal Savior and Lord. The Holy Spirit, through the gifts of the Spirit, empowers us to live as the people of God, to perform works, and to be witnesses to His glory. The Holy Spirit leads us into sanctification. He does that as He produces the Fruit of the Spirit in our lives. Sanctification is never complete in this life; however, we are constantly growing toward its completion.

## **PURPOSE AND OBJECTIVES**

- TKA will promote each child's spiritual, academic, social, moral, and physical development through an educational experience in which the Lordship of Jesus Christ and the authority of the Bible are applied to all areas of curriculum.
- TKA will teach students of God's love for them, of His desire for them to have a saving relationship through Jesus Christ, and the need to have their lives led by the Holy Spirit. TKA will educate students academically and spiritually so they can be prepared for the ministry the Lord has for their lives.
- TKA will teach the Bible as God's inspired Word.
- TKA will provide opportunities for children to accept Jesus Christ personally, to know the power of the Holy Spirit, and to prepare them to share Jesus with others.
- TKA will provide a Christian school where Jesus Christ is pre-eminent in all our relationships and where His Word is the standard for our curriculum and teaching methods.
- TKA will provide an environment that stresses that as believers we are all part of the Body of Christ and should treat each other as such.

- TKA will enlighten the minds of students to the absolute truth of the Word of God in all areas of learning.
- TKA will provide an academic environment that embraces the student’s total development, individual needs, and particular learning style.
- TKA will equip students with the knowledge necessary to develop Christian character.
- TKA will provide an environment that equips children to take personal responsibility for individual learning and cooperative endeavors.
- TKA will help students, created in God’s image, to develop their fullest capabilities as contributing and responsible members of society, treating others with love and respect regardless of the circumstances.
- TKA will equip students with the knowledge necessary to defend Christian ideals in a secular society.

## **GOVERNING PRINCIPLES**

It is essential for a community of people seeking to reach a common goal to set guidelines, which create an appropriate environment to accomplish that goal. All policies in this handbook are based on the following guidelines. These guidelines are based on scriptural truths and Biblical principles and are viewed as boundaries within which we seek to operate.

### **Spiritual Standards**

#### Church Attendance

TKA recognizes that parents and guardians have the responsibility to train their children in the ways of the Lord. In doing so, TKA parents have chosen Christian education, which teaches a Biblical worldview through academic studies. TKA does not intend to take the place of the local church. Regular church attendance, along with at least one parent, is expected for all TKA students. The authority of the parents and the teaching of the church enable TKA to come alongside and support the spiritual training of the child.

#### Quiet Time

TKA students will be encouraged and trained to develop the habit of meeting with God each day in Bible reading, meditation and prayer. Students will be encouraged to set aside a time each day to spend time with the Lord.

#### Chapels

TKA uses Scripture as the foundation for all chapels. Chapels focus on the weekly Scripture students are memorizing. Chapels are held once a week for TKA students, and students attend as part of their Bible classes. The purpose of the chapels is for worship and spiritual growth. Students are always encouraged to worship in the manner with which they are comfortable. Parents are welcome and encouraged to attend chapels.

#### Prayer and Bible Training

Prayer is the foundation for TKA and is an important part of every school day. TKA uses Scripture as the foundation for all Bible classes. Each student will study a Bible curriculum. Students attending TKA come from over 50 different local churches. The staff also represents many different denominations. If a question arises that reflects a denominational difference, the staff will answer the question in line with the literal interpretation of the Scripture and then encourage students to talk with their parents/guardians or pastors.

#### Scripture Memorization

In keeping with Scripture that teaches us to hide God’s Word in our hearts that we might not sin against Him, Scripture memorization is encouraged as an important aspect of the training at TKA. Each week, the students are required to memorize a Scripture. Parents/Guardians are encouraged to review the Scripture with their children. Weekly Scriptures can be found on the TKA Weekly Sheet and TKA web site.

#### Ministry Training

In fulfilling the mission of TKA, students are trained to reach out to others in the name of our Lord Jesus Christ. Outreach opportunities are age appropriate with the goal of ultimately preparing an Upper School student to participate in local, national, or international missions. The focus of the Upper School is discipleship and training in ministry; it is not considered “extra curricular” at TKA but is at the core of the academic curriculum and integral to the foundation of TKA’s purpose.

In fulfilling TKA’s vision statement to educate students spiritually, TKA offers ministry opportunities from kindergarten through twelfth grade. Students begin training in Lower School through class ministries designed to recognize the needs of others. Also in Lower School, students may have the opportunity to participate in a praise and worship ministry group. In Middle School and Upper School, they have the opportunity to minister to the local community through Team Ministries. Upper School students may also participate in mission trips, local outreaches, ministry to handicapped children and athletic/class/club sponsored ministries. From kindergarten to a student’s senior year, ministry is a vital part of a student’s training, providing opportunities for growth and service.

### **Communication Standards**

- Special meetings for parent/guardian communication are scheduled throughout the year, and parents/guardians are asked to attend these meetings to stay abreast of school information. Regular forms of communication include the Weekly Sheet and the TKA website. The Lower School Weekly Sheet, which is unique to each grade, includes learning goals for the week, weekly spelling and vocabulary words, upcoming classroom events, and dates of tests, reports, and special projects.
- The school-wide Weekly Sheet includes the weekly Scripture memory verse, upcoming school events, and school notices.
- Parents/Guardians are encouraged to contact the teacher if necessary; however, during school hours, teachers need to give their full attention to the students. If a parent/guardian needs a conference with a teacher, it should be made through the school office in advance. Two days have been set aside on the school calendar especially for Parent/Teacher Conferences, and parents are encouraged to attend. The purpose of the conference is for communication and prayer on behalf of the student.
- A student’s academic progress is communicated through Progress Reports (which are mailed to Middle and Upper School parents/guardians if the student’s grade falls below a ‘C’), Interim Reports, and Success Reports.

- Specific lines of communications have been established which follow Scripture (Matthew 18). If parents/guardians have a concern or problem, they should first communicate directly to the staff person involved before involving other parties. If the matter is not resolved, then the parent/guardian is asked to contact the Head of School as soon as possible. If the matter remains unresolved, the parent/guardian may appeal to the TKA Board of Trustees in writing.
- When members of the TKA family resolve to discuss issues/concerns only with those directly involved, Satan is thwarted in his attempt to create division, gossip, and miscommunication, and an atmosphere of peace and unity can prevail.

## **Academic Standards**

### Accreditation

The King's Academy is accredited by the South Carolina Independent School Association. TKA was first accredited in 1992 and is re-evaluated for re-accreditation every three years.

### Curriculum Guides and Textbooks

- Textbooks and curriculum materials are selected to accomplish the goals of the school and to support a Christian philosophy of education. The finest Christian and secular curriculum has been selected for the students at TKA. All instruction given at TKA is based on sound Biblical principles regardless of the materials used. When a secular resource or material is not in line with Biblical principles, the teacher uses the material as an opportunity to teach Biblical truth. The literal interpretation of the Bible serves as the final authority.
- A Curriculum Guide for each grade and subject is available. Curriculum Guides include objectives for the material covered by the approved curriculum. The objectives in the Curriculum Guides insure students have been exposed to the information and skills needed to satisfactorily complete each grade.

### Testing

All applicants to five-year-old Kindergarten take a Kindergarten Readiness test to determine acceptance into the TKA program. Students entering 1st grade are given the Metropolitan Readiness Test. Students in 1<sup>st</sup>-8<sup>th</sup> grades are evaluated utilizing the Stanford Achievement Test and the Otis-Lennon Ability Test. The scores from these tests are used to help individualize the students' instruction and placement and to evaluate curriculum and instruction. Upper School students take the PSAT and PLAN testing in preparation for the SAT and ACT tests.

### Homework

The majority of instruction and work will take place in the classroom under the teacher's direction. Homework will include:

- assignments which extend instruction
- preparing for tests and quizzes
- special projects and reports

TKA encourages families to attend Wednesday night church services. Lower and Middle School teachers take this into consideration, and parents/guardians will notice lighter homework on Wednesday nights. Tests and projects scheduled for Thursday will be assigned prior to Wednesday.

### Study Skills

- Teachers in 1st-3rd grade send home a weekly homework assignment sheet. Specific classes in Lower School grades receive a TKA "office," which is a notebook supplied with study skill materials and an assignment book in which they are trained to record their assignments. Parents/Guardians need to be aware of the study skill procedures used at TKA in order to reinforce them at home.
- Students are expected to do their own homework and class work. Plagiarism is the representation of words and ideas of another as the student's own work. Any work (assignments, exams, written work, and other academic work) that reflects dishonesty and is not the student's own work will receive an academic penalty of a zero in addition to a Level II disciplinary action for cheating/dishonesty.

## **Appearance Standards**

- TKA appearance standards are the result of a collaborative effort of TKA students, parents/guardians, faculty, Head of School, and board. It is based on the standard that as members of the community of The King's Academy we dress appropriately with modesty, neatness, and dress that is suitable for the occasion.
- It is expected that students exercise good judgment, under the supervision of their parents/guardians and in accordance with TKA Appearance Code, in matters relating to individual appearance. Students are not to wear any type of clothing, jewelry, or hairstyle that is distracting, unclean, unsafe, immodest, or otherwise disruptive. It is each student's responsibility to follow the TKA Appearance Code while on the TKA campus during school hours and for all after-school related events, including field trips, athletic events, practices, 5th quarter, after-school or weekend school events, detentions, Saturday School, ceremonies, etc. Every effort will be made to enforce the appearance code with consistency; however, the appearance standard remains constant whether or not previous infractions have been addressed.

Specific appearance standards are detailed in each policy section of the Handbook. The following criteria are used as the standard for the TKA Appearance Code. This criteria is intended to assist the student in making appropriate appearance decisions.

- modesty
- neatness
- suitable for occasion

Students who do not meet the criteria will be asked to make necessary adjustments. If correction cannot be made, parents will be notified and asked to bring acceptable clothing.

## **Behavior and Conduct Standards**

The following guidelines are deemed necessary in providing a safe and orderly learning environment and in establishing a climate where students make good decisions in line with Biblical principles. Discipline encompasses instruction, prevention, and correction. Effective teaching and discipline require a consistent approach of clearly established rules and consequences. Students are instructed to take responsibility for their actions. Wrong choices and poor judgment resulting in disobedience will necessitate appropriate discipline. All students have the right to safety and the right to experience an environment conducive to learning. No corporal punishment will be administered at TKA.

### Behavior Standards

The following principles form the basis of the disciplinary policy at TKA. All rules are in effect at school and on all school-related activities. The standards are based on Biblical principles:

- cooperate respectfully and obey those in authority
- treat others with respect
- do not let any actions or words harm or hurt others
- purpose to build relationships with others
- honor the Lord with mind and body
- refrain from unwholesome talk that dishonors the Lord, is untruthful, disrespectful or involves gossip
- strive for personal best
- present work that represents own effort
- be orderly in conduct
- take responsibility for actions
- on and off-campus, avoid any behavior or action that would bring dishonor to Jesus Christ, parents/guardians, or The King's Academy

Listed are some of the standards TKA students are expected to uphold. These are standards that help to ensure the good health and safety of the individual. TKA students are expected to abstain from the following behaviors:

- sexual immorality or inappropriateness in clothing, words or behavior
- the use or possession of alcoholic beverage
- the use or possession of tobacco products
- the use or possession of illegal drugs
- the use or possession of prescription medicines not prescribed to the student
- the use or possession or viewing of pornography
- bullying (see Anti Bullying Policy)

Students who attend The King's Academy represent the school and the school's standards on and off-campus as long as they are enrolled at the Academy. TKA students are held accountable by the Academy for offenses that violate the above listed standards on and off-campus. Students' participation in extracurricular activities may be affected for offenses of behavior standards.

### Care of Property

- The Lower, Middle, and Upper Schools of TKA are housed in buildings owned by The King's Academy or Trinity Evangelical Presbyterian Church. Everyone is responsible for the care of all facilities. Willful damage to the property will result in disciplinary action. The costs of damage will be the responsibility of the student/parent/guardian.
- Students will be required to keep their materials neat and organized. Students can assist in caring for the property by walking on sidewalks and disposing of trash in appropriate containers. Food and drink is allowed only in the cafeteria. No food or drink should be taken into the classrooms, gym, sanctuary, or hallways. Chewing gum is prohibited during the school day.

## **Conflict of Interest Standards**

- As a ministry initiated and sustained by God, the school has a mandate to conduct all of its affairs decently and above reproach in the sight of both God and man. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.
- As a non-profit, tax-exempt entity, the school depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the IRS and state corporate and tax officials view the operations of the school as a public trust, accountable to both governmental authorities and members of the public.
- Among the school and its board, administration, staff and volunteers who influence the use of any school-related funds, there exists a fiduciary duty, which carries with it a broad and unbending duty of loyalty. The board, officers, management employees and volunteers are responsible for administering the affairs of the school honestly and prudently, and for exercising their best care, skill, and judgment for the sole benefit of the school. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the school or knowledge gained thereby for their personal benefit. The interests of the school must have first priority, and all purchases of goods and services must be affected on a basis that secures for the school full competitive advantages as to product, service, and price.
- Disclosure should be made to the Head of School in writing (or if he/she is the one with the conflict, then to the board chair), who shall bring these matters to the attention of the board.
- The board shall then determine whether a conflict exists and is material, and if so, whether the contemplated transaction may be authorized as just, fair, and reasonable as to the school.
- The decisions on these matters are the sole discretion of the board. The board's first concern is the welfare of the school and the advancement of its purposes.

## **Dignity Standards**

- TKA strives to provide an environment that is free of offensive behavior. TKA is intolerant of any action or comment that would reflect prejudice toward another person. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention or to comments or actions because of race, national origin, age, gender, physical characteristics or disability, robs the person of dignity and is not permitted. TKA does not condone or allow harassment of others.
- TKA prohibits all forms of sexual abuse or molestation. Any suspected cases will be reported to proper authorities.

## **Enrollment Standards and Procedure**

### Admission Criteria - Student

- The King's Academy admits students of any race, color, nationality, gender, or ethnic origin to all the rights, privileges, programs, policies, and activities generally accorded and made available to the students at the school. The Board of Trustees reserves the right to deny admission or continuation in the school to any child whose needs the school cannot meet.
- TKA generally does not accept an applicant who has a history of behavioral problems or has received serious discipline at another school.
- The applicant's academic needs can be met within the regular curriculum of the school.
- TKA does not generally accept a student who has performed at a below-average level at other schools or who has been retained for academic, as opposed to developmental reasons. TKA does not generally accept returning students who have performed at a below average level.
- Kindergarten applicants should be five years old by September 1st unless the Board of Trustees grants an exception.
- First grade students must be six years old by September 1st.
- All applicants are accepted on probation for a period of six weeks. Academic work and discipline records will be reviewed.

### Admission Criteria – Parent/Guardian

- The King's Academy is a ministry to Christian families and therefore requires that one parent/guardian give a credible profession of faith in Jesus Christ as his/her Savior. Credible is understood to mean the parent/guardian has a clear understanding of what it means to be saved by grace through faith and has accepted Jesus Christ as his/her personal Savior. (Romans 3:23, Romans 5:8, Romans 6:23, Romans 10:9-10)
- The parent/guardian desires a Christian education for the child and agrees to train the child at home in the Word of God.
- The parent/guardian regularly attends a local church.
- The parent/guardian agrees to abide by and support policies contained in the TKA Handbook. The parent/guardian agrees to abide by and support decisions of the staff, Head of School, and TKA Board of Trustees and cooperate fully in the implementation of these decisions.
- The parent/guardian agrees to make timely payment of the financial obligation to TKA.

### Admission Procedure

- Application must be submitted by a parent/guardian and must be accompanied by the Application Fee (new student) or Registration Fee (returning student). This fee is non-refundable and non-transferable. The Financial Agreement Form is also due at the time of application.
- Along with the application, the parent/guardian needs to include a copy of the following documents for the student: birth certificate, a current report card, standardized test scores, special testing, social security number, and record of immunization. These will be on file for returning students.
- All students applying for Kindergarten will be given a Kindergarten Readiness Test prior to acceptance. Placement testing may be required for students applying for grades 1-12 if the student's most recent standardized testing results are not available or are unacceptable. Testing will be scheduled after application has been made and a parent interview has taken place.

### Application Procedure

- All applications will be considered on a first-come basis and marked according to date and time application is received (hand-delivered or mailed) in the Admissions Office.
- Hand delivered applications must be delivered by an adult to the Admissions Office during office hours (Monday-Friday 8:00-3:00).
- Mailed applications will be considered in the order received, using the postmark date on the envelope. Mailed application should be sent to: The King's Academy, 1015 S. Ebenezer Road, Florence, SC 29501, Attn: Admissions.
- Applications will be held until registration dates are open. Registration dates open in the following order: returning students, TKA families, Trinity Evangelical Presbyterian Church and Hoffmeyer Road Baptist Church members, open registration.
- Applications will be processed on the corresponding registration date.

### Acceptance Process

- Registration dates will be opened and students will be placed in classes. Parents/Guardians of new students will be notified of student placement. The Registration Fee (new students) will be due upon notification of placement. The Registration Fee is non-refundable and non-transferable unless the student is not accepted for enrollment.
- An interview with the new parent/guardian and the Head of School will be scheduled for the purpose of assessing the student's admission criteria and explaining TKA's mission and policies. New students in 6<sup>th</sup> -12<sup>th</sup> grades will be interviewed along with their parents.
- The Head of School will review the applicant's academic and behavioral history (new and returning students).
- A re-enrollment application will not be considered if there is an outstanding balance on the date of Returning Student Registration. The application will be processed on the day the balance on the student's account is cleared.
- The parent/guardian will be notified by letter upon approval or denial of admission. The decision will be based on the total evaluation of the student as well as TKA's ability to benefit the student.
- If a returning student has been accepted and there is an outstanding balance on the fifteenth of May, the parent/guardian will be

notified. If there is a balance due by the last day of the school year, the student's name will be removed from the class list and placed on the first available opening on the waiting list. When the account is paid in full, the student will receive a place in the class when an opening becomes available. If no opening becomes available, one-half (1/2) of the Returning Student Registration Fee will be refunded to the parent/guardian.

### **Financial Agreement**

A Financial Agreement Form is signed by each parent/guardian at the time of application and is the financial agreement between the parent/guardian and the Academy. The Financial Agreement Form clearly explains TKA's policies concerning fee and tuition schedules, fee payments, tuition payments, non-refundable and non-transferable monies, late fees, and returned checks. Parents/Guardians must be familiar with the financial policies; their signature on the agreement form indicates to the TKA Board of Trustees and staff that the parent/guardian has been informed and agrees to abide by the policies.

### **Home School Student Enrollment**

- Home school students will pay an Application Fee, which can be applied if student enrolls full-time at a later date. The cost per class for home school students will be based on the current rate and the number of classes enrolled. Home school students can pay an optional Curriculum/Activity Fee which allows the student to participate in the activities and opportunities of a full time student.

### **Leadership Standards**

Leadership opportunities at TKA include offices in Student Government and Upper School classes, captains of athletic and academic teams, editors of school publications, and lead roles in TKA performances. Leaders at TKA should exhibit the following characteristics.

- Christian witness
- Leadership gifts
- Overall 3.0 GPA
- Adhering to TKA behavior standards
- Punctuality
- Adhering to TKA Appearance Code
- Teacher/Sponsor/Coach recommendation

### **Library Standards**

- TKA strives to maintain a wide variety of high quality, interesting, informative, and wholesome literature in its library. Books do not have to be distinctively Christian or written by Christian authors. They should, however, not be anti-Christian or blur the line between good and evil. Books endorsing sorcery, magic, witchcraft, vampirism, ungodly attitudes or actions, and the secular aspects of holidays, such as Santa Claus, the Easter bunny, or Halloween, are not considered appropriate. In addition, supernatural powers/forces not attributed to the God of the Bible are also not approved. It is important to note that the popularity of a book does not determine its appropriateness.
- Christian families vary widely in what is considered appropriate reading material. TKA does not presume to determine what a child can read at home. The books chosen for the TKA library and for our AR program are selected carefully and from a conservative perspective. AR rewards are not given for books not contained in the school library. It is important to maintain our distinctiveness as a God-honoring school and library while respecting the freedom our families have outside of the school.
- The Accelerated Reader assigned reading level for a book does not take maturity level or content of a book into consideration. Accelerated Reader determines the reading level of a book based solely on reading difficulty, i.e., the number of multi-syllable words. Often the reading level assigned to a book by Accelerated Reader does not match the level assigned by the book's publisher. In restricting certain books from younger grades, TKA is in no way trying to stifle a young reader's growth. TKA believes there is an abundance of challenging, positive reading material available for all ages and strives to continually add inspiring, encouraging, and wholesome books to the collection.
- The following is the procedure by which requests for books to be considered for the TKA Library, and possibly the AR Program, are to be made. (Note: Not all books have AR tests.) Please read the aforementioned Library Standards carefully so as to avoid suggesting books that obviously do not meet the criteria. The parent, student, or teacher will provide a copy of the desired book to the librarian (to be shared as necessary with other screeners). If the book is approved, the requesting individual will also provide a copy of the book for the school library. If money is available in the library budget, this cost can be reimbursed once the receipt is turned in. The corresponding AR test will then be ordered. A limited number of books will be considered at one time.

### **Marketing Standards**

The TKA Development Office is responsible for all TKA marketing and PR. One of the office's goals is to have a consistent marketing strategy. It is necessary that we promote our school using the same logo. All items with the TKA name, logo, and lion mascot must be approved by the Development Director. Sales of TKA merchandise are limited to TKA organizations, and these organizations seek approval from the Development Director prior to ordering merchandise.

### **Student Messages**

Classes cannot be interrupted for student messages. Please limit messages to emergencies only. Messages are delivered through the intercom following announcements and after lunch. Forgotten lunches, books, etc. should be taken to office.

## **SECTION II – PROGRAMS**

### **ACCELERATED READER PROGRAM**

TKA encourages students to read as much as possible. Lower and Middle School students participate in an Accelerated Reader (AR) Program, which gives students the opportunity to read, test their comprehension, and be rewarded for their accomplishment. Students are tested at the beginning of the year and are encouraged to read books from the TKA library in their reading zone. All Lower and Middle School students are encouraged to participate in the program; class goals are set at each grade level. Classes and students receive rewards for their reading throughout the school year. Teachers factor individual goals for their students into the Language Arts grade.

AR Guidelines:

- AR Program runs September through April for 2<sup>nd</sup>-5<sup>th</sup> graders. First grade teacher determines an AR start date according to class readiness.
- Students are assigned a “reading zone” after taking the STAR assessment. The STAR is administered twice a year to 2<sup>nd</sup>-5<sup>th</sup> grades and once to 1<sup>st</sup> grade.
- Each class has a monthly goal that reflects books/points.
- Books/points apply to the month the book is read. Books/points cannot be banked for another month.
- Titles that may be tested can be viewed on the TKA website.
- Students in specific Lower School grades may check out and test on Blue Dot books if the books are in the student’s reading zone and there is a release form signed by the parent.

### **ATHLETIC PROGRAM**

The King’s Academy has a Christian athletic program where Jesus Christ is pre-eminent in all relationships and where His Word is the standard. The athletic program is an extension of the classroom, and TKA athletes are encouraged to bring glory to God through their athletic endeavors. TKA athletics promote athletic excellence with Christ-like character. Our goal is to provide athletic opportunities for every student who desires to participate. Team and individual sport opportunities are designed to teach skills, to give athletes a team experience, to build self-esteem, and to strengthen an athlete’s ability to compete against another individual or team. At both practices and games, the coaches seek to teach the students the fundamentals of the game, advance their skills and develop Christian character in a competitive environment, helping students gain confidence in their abilities in the sport. TKA is a member of SCISA Athletics.

### **BOOSTER CLUB**

The Booster Club is an association comprised of parents/guardians and staff who have a common interest in athletics. The Booster Club’s purpose is to provide encouragement, funds, and service to the athletic program. The Booster Club asks that at least one parent/guardian of each TKA athlete signs up to volunteer in the Booster Club activities.

### **DISCOVERY PROGRAM**

The Discovery Program, affiliated with the National Institute for Learning Disabilities (NILD), is provided to meet the needs of students with learning disabilities. Students who have average or above average school aptitude and yet are experiencing academic difficulties affecting their grade-level performances may be helped by an educational therapy designed to strengthen individual weaknesses in auditory or visual perception or in cognition. Potential students are tested in order to determine their aptitude for learning and the areas in which they have strengths and weaknesses. This program is not tutorial; it employs the techniques that should result in improvements in all academic areas. Each student meets individually with an educational therapist for one-on-one instruction for two eighty-minute sessions each week. The remainder of the school day is spent in regular classes. The goal is that the student will work towards becoming independent and successful as s/he discovers and utilizes strategies for learning. Limited openings are available each year. Students are admitted to the Discovery Program only after completion of initial testing battery. Discovery tuition and fees are separate from regular tuition.

The Discovery Program also offers the Search and Teach Program, which supports the regular classroom teacher in instructing students in K-2<sup>nd</sup> grade in Language Arts Skills, specifically reading. Students are given a screening to determine if the Teach program would be beneficial to them. Teach tuition is separate from regular tuition.

Upper School Discovery students are offered three graduation options. If a student is working toward a General Diploma or a Certificate, s/he may enroll in individualized core courses offered by the Discovery Program.

### **EXTENDED CARE PROGRAM**

Extended Care is available for students in K-8<sup>th</sup> grade. This program provides a supervised environment for working parents/guardians who need to drop off their child before or pick up their child after school hours. Payment for Extended Care must be made on a monthly basis. Extended Care is available from 7:00 a.m. to 7:45 a.m. and 3:00 p.m. to 6:00 p.m. Separate fees are charged for the morning and afternoon sessions and additional fees are charged after 4:00 p.m.

### **FINE ARTS PROGRAM**

TKA has an outstanding Fine Arts Department that includes drama, band, chorus, and art. The program seeks to provide opportunities for every student who desires to participate. The goal of TKA’s Fine Arts Department is to acknowledge that the Lord is the giver of every good and perfect gift. Recognizing this abundance of His grace in our lives, our response is to worship Him radically through every creative venue. TKA’s Fine Arts goal is to advance the Kingdom of God by demonstrating extreme excellence in the development and expression of all art forms, whether traditional or innovative, thereby faithfully representing His character before Heaven, the Church and the world. TKA’s Fine Arts Program encourages and strengthens students’ gifts and talents, acknowledging that their talents are from the Lord and that they should use these talents to God’s glory. Students in K-6<sup>th</sup> grade take a music class, and 5<sup>th</sup>/6<sup>th</sup> grade students may take band. Middle and Upper School elective classes may include drama,

chorus, music appreciation, art and band. Performances, plays, art shows, concerts and participation in SCISA competitions serve to highlight the students' musical, artistic, and dramatic gifts.

#### **GUIDANCE PROGRAM**

The Guidance Office of TKA seeks to minister to Upper School students and to prepare graduates for the life and destiny that is theirs in Christ. We believe that each student is a special gift from God and has a unique call upon his/her life. Spending time in prayer with each junior/senior is an integral part of seeking that call. The Guidance Office oversees standardized testing and also oversees class placements and scheduling to ensure students earn the credits needed for graduation. A file is maintained for each student, and transcripts are carefully prepared to insure accuracy. Several meetings for parents/guardians and students occur throughout the school year to assist in future planning. The Guidance Office maintains files of college resources and makes them readily available to students. During their senior year, students meet frequently with the Guidance Counselor to complete college applications, scholarship applications, and address any other special needs they might have in applying to college.

#### **LUNCH PROGRAM**

The TKA lunch program offers hot lunches provided by various restaurants in the Florence area. At the end of the week, students receive a lunch menu which is filled out and returned at the beginning of the next week with a check for payment. No cash is accepted. If no check is attached to the menu, lunches will not be ordered. The student may call his/her parent to arrange for a lunch/payment to be delivered. Parents may set up a credit through Student Accounts from which lunch charges may be drawn. Students who do not desire to purchase a hot lunch may bring a bag lunch. Milk/Chip cards are sold which enable students to purchase drinks and chips. Parents/Guardians are always welcome to eat lunch with their children. Limited seating is available, so it is requested that parents/guardians call the school office at least one day in advance to make a reservation. The hot lunch program is possible because of the parent/guardian volunteers who give of their time to serve the school and the students.

#### **PARENT TEACHER FELLOWSHIP (PTF)**

The PTF is an association comprised of parents/guardians and teachers who have a common interest in seeking and implementing God's will in educating spiritually, mentally, and physically the students at TKA. The PTF's purpose is to act as a means of communication and service for the needs of TKA. The volunteers organized through the PTF are a blessing to the school; they provide many opportunities for parents/guardians to participate in helping TKA. The Board of Trustees asks that at least one parent/guardian from each family signs up to serve on a PTF committee.

## **SECTION III- POLICIES AND PROCEDURES**

See Sections IV, V or VI for additional grade level policies

### **CALENDAR AND SCHOOL CLOSING**

#### **Calendar**

The TKA yearly calendar is available on the TKA website – [www.tkaflorance.com](http://www.tkaflorance.com). The TKA calendar is the most up-to-date means of communicating information at TKA. Therefore, any changes in school activities should be immediately communicated to Phyllis Davidson at extension 36.

#### **School Closing**

Decisions regarding school closing, early dismissals, etc. due to weather will be announced on local TV and radio stations no later than 5:30 AM. Typically, TKA will close when the public schools are closed unless those closings are due to shelter needs. In the event of school closure or late start, information will be posted on the website, and families will be notified through the automatic calling program. If a closing is deemed necessary after school is already in session, an e-mail from the school will be sent to all addresses that are on file. Additionally, a School Reach call will be placed. Please do not call the school.

### **FIELD TRIPS**

Field trips help enrich a student's learning. Parents/Guardians will be notified of destinations, dates, and times of all field trips. Field trip expenses are covered by the Curriculum/Activity Fee except for meals, snacks, and overnight trips. At registration, parents give permission for their children to participate on Team Ministry. Parents/Guardians will need to sign permission forms for all other field trips as they occur during the year.

Parents/Guardians are encouraged to chaperone on field trips and are needed to help supervise the students. TKA asks that chaperones follow these guidelines:

- Parents/Guardians who desire to chaperone must have a Classroom Parent Form on file.
- Parents/Guardians are asked not to bring younger siblings so that their full attention can be given to supervision.
- Vehicles used to transport students must have a seat belt for each student.
- Students may not be double-belted in vehicles.
- Children under the age of six (6) must be secured in a belt positioning booster seat. Any child under the age of six (6) who weighs less than forty (40) pounds must be in a forward facing child safety seat. The child's parent provides booster or child seats.
- Children under the age of 12 should not be placed in the front seat of a car with an air bag that is activated.
- Use of church or rental vans for field trips must meet specific safety requirements. No church or rental van will be used without written approval of Head of School.
- Parents/Guardians who smoke are asked not to do so in front of the students.
- Drivers are asked to play only Christian music while students are in vehicle.
- If the vehicle has a VCR/DVD player, please check with staff before viewing movies. TKA's policy is generally that only movies with a G rating can be shown to Lower School students and a PG rating to Middle and Upper School students.
- If the TKA activity bus is used, all students need to ride the bus unless otherwise approved by TKA Staff. The TKA activity bus does not have seatbelts.

### **HOLIDAYS**

TKA's celebration of Easter and Christmas emphasizes the birth, death, and resurrection of Jesus Christ rather than secular icons. Thanksgiving, St. Patrick's Day, and St. Valentine's Day are also celebrated in light of their religious significance. TKA does not observe Halloween. We realize Christian families have different convictions about how to celebrate these holidays; therefore, if questions arise, students are referred to their parents/guardians.

### **LEGAL REQUIREMENTS**

It is the policy of The King's Academy to cooperate fully with law enforcement officials. TKA is required by law to report suspected cases of physical or sexual abuse and truancy violations.

### **LOST AND FOUND**

Any lost items should be reported to the school office. Found items are put in the Lost and Found. Unclaimed items at the end of the first semester and end of the school year will be donated to a worthy cause.

### **MEDICATION POLICIES**

- Parents/Guardians indicate on the TKA Consent Form whether their children may be given over-the-counter medication (Tylenol, throat lozenge, topical spray) if the School Nurse deems it necessary. A medication form, which can be obtained from the school nurse or on the website, must be completed for any other medication needed during the school day (over-the-counter medicine not listed on Consent Form or prescription medication). \*Prescription medications require the prescribing physician's signature also.
- Students are not allowed to have medication in their possession on school grounds. All medication will be kept in the Health Room, and the student must come to the Health Room to take his/her medicine.

### **SCHOOL RECORDS**

#### **Student File**

Please contact the school office if there is any change in the information that appears on the student's application. This includes phone numbers, addresses, church affiliation, or a change in a family situation.

Cumulative files will be maintained each student in the office. Originals are not released to parents/guardians, but copies of the files will be made on request. Original files will be released to schools requesting records if the student has transferred and is enrolled.

Parents/Guardians need to expect a two workday period before copies of records are released by TKA. The student's account must be paid in full before grades, transcripts or copies of permanent records are released.

Contents of student's cumulative file include:

- Application Forms
- Birth Certificate
- DHEC Immunization Form
- Health Information
- Permanent Grade Card
- Copies of Report Cards
- Standardized Testing Card
- Copies of Standardized Testing
- Consent Form
- Student Driving Form (if applicable)
- Psychological/Educational Testing (if applicable)
- Parent/Guardian Communication (if applicable)
- Records of Previous Schools

### Transcripts

TKA will send up to three transcripts without charge to colleges indicated by juniors and seniors. Students will be charged for all transcripts over two copies. Transcripts cannot be processed the same day as request. Parents/students should allow one business week for the transcripts to be processed after the request is made.

### **SIGN-OUTS**

All students must be signed out through the office before leaving campus. If a Lower School student needs to check out during the day, the parent/guardian should send a note informing the teacher and also must sign out the student in the office before the student leaves campus. Middle and Upper School students may be signed out with a parent/guardian note or phone call to the school office prior to the time of sign out. Neither Lower, Middle nor Upper School students will be allowed to sign out for lunch unless a parent/guardian, college-age sibling or adult designee comes to the office to sign out the student. Seniors will be allowed to leave for lunch, Tuesday-Friday, with a Parent/Guardian Permanent Sign-out on file in the office. Juniors will be allowed to leave for lunch on Fridays during the second semester with a Parent/Guardian Permanent Sign-out on file in the office. All students who are signed out and return to school must sign back in through the office to avoid being counted absent for the entire day.

### Exception to Standard Sign Out Procedure: End-of-Day Upper School Study Hall

Many US students will be scheduled for study hall during 4th block. Students wishing to sign out of these end-of-day study halls have 3 options.

#### Option 1: Study Hall Release

- On Registration Day, parents will have the option of permanently withdrawing their student(s) from study hall by signing a Study Hall Release Form.
- Students who are released from study hall are expected to leave campus no later than 10 minutes after study hall begins EVERY day the study hall is in session.
- Any student who remains on campus more than 10 minutes after study hall begins will be permanently enrolled in study hall for the remainder of the semester.
- Released students should not return to campus until 3:15 if they are returning for extra-curricular activities, sports practices, etc.
- Note: Athletes should not choose this option since there will inevitably be days when they will need to stay at school for practices or games. Students choosing this option are agreeing to NEVER remain on campus while study hall is in session.

#### Option 2: Study Hall Self-Sign Out

- Parents have the option of registering their study hall students for Self Sign Out, which allows students to sign themselves out of the *end-of-day study hall* only. This option allows students to remain in study hall on days they might need to stay at school for activities, practices and games but streamlines the sign out process for days when the student (and parent) prefer for him/her to be dismissed earlier than 3:15.
- The Self Sign Out option requires that the student report to his/her study hall teacher EVERY STUDY HALL DAY to register his/her attendance; however, the student may sign himself/herself out of class without having to go to the office to sign out. This method of sign out also does not require that the student sign in at the office the following morning.
- Note: Students must go to class and sign out with the teacher EACH STUDY HALL DAY, or they will receive a Level II for skipping class.
- Note: This option applies to the end-of-the-day study hall only.

#### Option 3: Sign Out with a Parent Note

- Parents may sign out their students from study hall by sending a note to the study hall teacher.
- When presented with a signed parent note, study hall teacher will allow student to sign out of class; no sign in at the office will be required the following morning. (A note is not required if the parent has chosen option #2 and has already registered his/her child for self-sign out by signing the Self-Sign Out Form).
- Note: This option gives a parent more control over when a student will be given freedom to sign out of study hall.

## **SUPPLIES AND TEXTBOOKS**

- Students are responsible for supplies listed on the supplies list given out before the start of school. Students will bring their supplies the first day of class.
- Students are responsible for the textbooks issued to them. Non-consumable books will be evaluated at the end of the school year, and charges for damages will be assessed if necessary. Writing in non-consumable textbooks is not permitted. The student must replace lost books. The student's account will be charged for any lost or damaged book. Year-end Success Reports, transcripts, and diplomas will not be released until the student account is cleared.
- Students must not use school copiers. If a student needs copies made, student will request that service in the office.
- The student will be charged a set copying fee to cover the expense of the paper and copier use. This amount will be set by the TKA staff and will be posted.

## **VISITORS AND GUESTS**

- Parents/Guardians and TKA graduates are welcome on campus any time. All parents/guardians, visitors, and alumni must sign in at the school office upon arrival on campus. Visitors will be asked to wear a visitor's badge. All visitors and guests are expected to abide by the school's rules and procedures while on campus.
- Prospective student visits must be scheduled through the Admissions Office by a parent/guardian. Head of School will determine the time allowed to visit classrooms. Only prospective students will be allowed to visit classes, chapel, and lunch. Prospective students must abide by the TKA Appearance Code while on campus.
- Students from other schools are not allowed on the TKA campus unless they are prospective students and arrangements have been made by their parents/guardians through the Admissions Office.

## **WITHDRAWING A STUDENT**

- The parent/guardian needs to submit a written letter of withdrawal stating the date the withdrawal will be effective.
- A student is not classified as withdrawn until the school has processed the withdrawal card.
- A parent/guardian may obtain the withdrawal card through the Admissions Office. This card lists the details and information needed to complete a withdrawal.
- The Admissions Director will initiate an exit interview upon withdrawal.
- Record/transcripts will be mailed to the transfer school upon receipt of a Record Request Form from the transfer school.
- The student's account must be paid in full before grades, transcripts or copies of permanent records are released.
- Parents/Guardians need to expect a maximum two-week period before copies of records are released by TKA. This applies to withdrawals during the school year and non-returning students during the summer.
- Tuition will be figured on the number of days the student was enrolled at TKA. Application/ Registration Fees, Curriculum/Activity Fees and June and July tuition are non-refundable and non-transferable.
- If the student is on scholarship, the money awarded will be applied evenly to the number of days the student was enrolled at TKA. The school will retain the balance of the scholarship.

## **SECTION IV – LOWER SCHOOL POLICIES AND PROCEDURES**

See Sections III for additional school-wide policies

### **LOWER SCHOOL (K-6<sup>th</sup> Grade) HOURS**

7:00 a.m.-7:45 a.m.	Extended Care (Additional Cost)
7:45 a.m.-8:00 a.m.	Drop-off/Classrooms Open
8:00 a.m.	Classes Begin/Tardy Bell Rings
8:50 a.m.-9:40 a.m.	K-6 <sup>th</sup> Grade Chapel – Tues.
10:55 a.m.	K-2 <sup>nd</sup> Lunch and Recess-3 <sup>rd</sup> gr. Monday only
12:45 p.m.	4 <sup>th</sup> -6 <sup>th</sup> Lunch 3 <sup>rd</sup> gr. - Tuesday-Friday
2:45 p.m.	Dismissal
2:45 p.m.-3:00 p.m.	Pick-up
3:00 p.m.-4:00 p.m.	Extended Care (Additional Cost)
4:00 p.m.-6:00 p.m.	Extended Care (Increased Additional Cost)
11:30 a.m.	½ Day Dismissal Time

### **LOWER SCHOOL ACADEMICS**

#### **Assignments**

All assignments completed by students in K-6th grade will be sent home in the student's Friday Folder. It is important that parents/guardians be aware of their child's work and progress.

#### **Grading Reports**

##### Interim Reports

Interim reports notify the parents/guardians of the student's academic progress, spiritual growth, and behavior. Interim reports will be issued four times a year to all 1<sup>st</sup>-6<sup>th</sup> grade students and twice a year to K students. Interim Reports are signed by a parent/guardian and returned to teacher.

##### Success Reports

Success Reports will be issued every nine weeks for grades 1<sup>st</sup>-6<sup>th</sup> grade. Kindergarten Success Reports will be issued at the end of every semester. Grades on the Success Reports indicate the degree of mastery achieved by the student as compared to the TKA adopted standard. Student in 1<sup>st</sup> and 2<sup>nd</sup> grade receive letter grades and students in 3<sup>rd</sup>-5<sup>th</sup> receive numerical grades. Success Reports are issued 1<sup>st</sup>-3<sup>rd</sup> Nine Weeks and envelopes signed by a parent/guardian and returned to school. Success Reports for the 4<sup>th</sup> Nine Weeks are distributed at Lower School Distribution Day. See TKA school calendar for Lower School Distribution Day. Year-end Success Reports are not mailed.

#### **Grading System**

##### Kindergarten

M=Mastered/Demonstrates Skill Consistently

G=Good Progress Being Made

E=Emerging Skill Still Developing

☐ = Not yet covered

##### 1<sup>st</sup> -2<sup>nd</sup> Grade

A B C N=Needs Improvement or Time

##### 3<sup>rd</sup>-6<sup>th</sup> Grade

100-93 = A 92-85 = B 84-77 = C 76-70 = D 69-0 = F

##### Lower School Spanish, Art, Music and PE

E = Skills Mastered

S = Progressing

N = Needs Improvement

#### **Homework**

##### Purpose

The purpose of homework is to provide reinforcement or enrichment. Homework also gives the student the opportunity to work independently on skills learned in class and to apply organizational study skills independently. Homework for Lower School students is not usually graded unless the teacher specifically indicates.

##### Excused and Unexcused Homework

- Parents/Guardians are asked to notify the teacher in writing if the excuse for late homework is illness or an emergency.
- In such cases, the parent/guardian needs to send a note to the teacher the following day.
- Unexcused late homework will be penalized according to the policy of the classroom teacher. If a student in 1<sup>st</sup>-6<sup>th</sup> grader fails to turn in his/her homework, parents/guardians will receive a Homework Notice which they are asked to sign.

##### **Study Skills**

- Students in 1<sup>st</sup>-3<sup>rd</sup> grade receive a weekly homework assignment sheet.
- Students in 4<sup>th</sup> through 6<sup>th</sup> grade receive a notebook, assignment book, notebook pockets, and a pencil pouch for their notebook. Students will be taught how to keep their materials organized and how to fill out the assignment notebook. Training in these study skills is important, and parents/guardians are asked to assist their child according to TKA procedures. The assignment book will inform the parent/guardian of daily assignments and upcoming projects, quizzes and tests. Parents/Guardians are asked check the assignment book each night to ensure their child has completed the work.

## Tests

### Standardized Testing

Students in 1<sup>st</sup> through 6<sup>th</sup> grade are evaluated each spring utilizing a Stanford Achievement and Otis-Lennon Ability Test. The scores from these tests are used to help target learning needs of students and give an indication of how the student is performing in relation to his/her ability. Results of testing are issued to parents/guardians.

### Student Testing

Tests given to 1<sup>st</sup>-6<sup>th</sup> graders will be noted on the Weekly Sheet.

## LOWER SCHOOL APPEARANCE CODE

### Regular School Day Dress

- Students should not wear clothing with pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meanings.
- No media promotion for video games, movies or TV programs that do not support Christian principles.
- Musical references need to represent Christian groups that have a witness of performing Christian music.
- Undergarments should be worn but not visible at any time. Clothing that gives the impression of an undergarment or that is a part of an undergarment should not be worn. Sport undergarments may not be worn as tops.
- Clothing should not have holes or tears. Ragged or frayed edges on pants, shorts, or skirts are not allowed.
- Tight clothing that is revealing is not permitted.
- Modesty is expected at all times.

### Lower School Girls: Regular School Day Dress

#### Blouses:

- no halter, tank, strapless, off the shoulder, one shoulder strap, cut-out athletic , or racer back yoga tops
- no back cut outs
- at least 1 inch wide straps
- midriff must be covered at all times - standing, sitting, or raising of hand

#### Skirts/Dresses:

- length no higher than mid-thigh

#### Shorts:

- writing on the seat is not permitted
- length no higher than mid-thigh

#### Pants:

- must not drag the ground
- worn at or near waist

#### Shoes:

- must be worn at all times
- no backless shoes

#### Hair:

- not distracting in regard to color or style

#### Hats, caps, or other head coverings:

- not to be worn in buildings except in gym during athletic events

### Lower School Boys: Regular School Day Dress

#### Shirts:

- shirts that are meant to be undershirts should not be worn by themselves or with an unbuttoned cover shirt.

#### Pants:

- worn at or near waist
- must not drag the ground

#### Shorts:

- writing on the seat is not permitted
- worn at or near waist
- length no higher than mid-thigh

#### Shoes:

- must be worn at all times
- no backless shoes

#### Hair:

- not distracting in regard to color or style.
- no longer than top of eyebrow when combed straight down
- no longer than collar of a tee shirt

#### Hats, caps, or other head coverings:

- not to be worn in buildings except in gym during athletic events

### Extracurricular Event Dress

- dress for students for TKA field trips and games and other TKA extracurricular events and practices is the same as Regular Day Dress.

## **PE Classes/Athletic Practices**

### **Lower School Girls: PE Classes/Athletic Practices**

#### Shirts

- loose fitting shirt

#### Shorts

- writing on the seat is not permitted
- loose fitting athletic pants or mid-thigh shorts

#### Shoes

- athletic shoes

#### Hats, caps, and other head coverings

- not worn in gym or school buildings during PE

### **Lower School Boys: PE Class / Athletic Practice Dress**

#### Shirts

- loose fitting shirt

#### Shorts

- loose fitting athletic pants or shorts

#### Shoes

- athletic shoes

#### Hats, caps, and other head coverings

- not worn in gym or school buildings during PE

## **SCISA Meet and School Ceremony Dress**

### **Lower School Girls: SCISA Meet and School Ceremony Dress**

- no hats or sunglasses
- skirts or dress pants,
- no jean skirts, shorts, cargo pants, or athletic pants

### **Lower School Boys: SCISA Meet and School Ceremony Dress**

- no hats or sunglasses
- collared shirt
- shirts tucked in with a belt
- dress pants only-no jeans, cargo pants, athletic pants or shorts
- tie/coat optional

## **Lockers, Book Bags and School Supplies**

- must promote Christian values – no pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meanings.
- no media promotion for video games, movies or TV programs that do not support Christian principles
- musical references need to represent Christian groups that have a witness of performing Christian music.

## **Offense**

When a teacher observes an infraction of the dress code, he/she will ask the student to make necessary adjustments. If correction cannot be made, parents will be notified and asked to bring acceptable clothing.

## **Consequence**

Three Appearance Code offenses will result in a consequence of missing recess.

## **Lunch Detention**

Lunch Detention is scheduled within a week of the offense. If a student is absent on the day of detention, the detention will be rescheduled. If a student is not absent but does not report to detention for any reason, the student will serve a Wednesday detention.

## **LOWER SCHOOL ATHLETICS**

Students in 5<sup>th</sup>/6<sup>th</sup> grade have the opportunity to play football, soccer and basketball. Students will be taught the basic skills. All students will be allowed to participate.

See TKA Athletic Handbook for athletic policies.

## **LOWER SCHOOL ATTENDANCE**

- Daily attendance will be taken by the teacher and will be reflected on Success Reports. Students in 1<sup>st</sup>-6<sup>th</sup> grades are considered absent if they leave before 11:30 a.m. and are gone for the remainder of the day.
- If the student is absent because of a contagious illness or disease, parents/guardians are asked to notify the office.
- If a student has more than twenty absences, he/she will not be promoted to the next grade.
- To be eligible to participate in a sporting event or a school related activity sponsored by TKA, students must attend school at least half of the day of the event.

## **LOWER SCHOOL CHAPEL CHUMS**

Students in the 6<sup>th</sup> grade may participate in Chapel Chums. The purpose of Chapel Chums is to train students in worship and give students opportunities to participate in leading chapel. Students in Chapel Chums are expected to:

- Have passing grades
- Regularly do their homework
- Display a desire to participate and to learn more about Christ

- Abide by the TKA discipline standards
- Have the recommendation of their teacher
- Display kindness to others
- Be punctual
- Show respect for leaders

Teachers will evaluate whether or not a student should attend Chapel Chum practice. Students who are having academic or behavior challenges will not be allowed to participate.

### **LOWER SCHOOL CLASSROOM PARENTS/GUARDIAN VOLUNTEERS**

Volunteers are very important to TKA. Parents/Guardians are encouraged to be Classroom Parents. Each class has a Classroom Parent Coordinator who has volunteered to help aid the teacher in planning school parties and functions. The Coordinator also contacts parents/guardians according to the teacher's needs, organizes drivers for field trips, and enlists parents/guardians' help for school parties and for the Spring Fiesta Auction.

### **LOWER SCHOOL COMMUNICATION**

Lower School students will receive a Weekly Sheet each Monday to take home to their parents/guardians. Lower School parents/guardians should avail themselves of information communicated in the Weekly Sheet and on the TKA website.

### **LOWER SCHOOL CONDUCT AND DISCIPLINE**

The basic approach to discipline is to trust students and grant freedom to the greatest extent that the student's behavior will allow, both individually and corporately. The rules at TKA build and instill responsibility. Effective teaching and discipline require a consistent application of clearly established rules and consequences. The staff at TKA recognizes that younger children are in training and that it is a process for students to learn and choose what is right. This discipline policy is meant to be a loving and consistent guide for students in this process. The discipline policy is not intended to be all-inclusive. Modifications will be made when necessary at the discretion of the Head of School. Additional infractions will be added and penalties will be modified as the need arises at the discretion of the Head of School.

#### Extracurricular Activities

A student's participation in extracurricular activities may be affected for offenses of behavior standards.

### **Level I Offenses and Consequences**

#### Level I Offenses for Lower School

Level I Offenses are handled on a daily ("clean slate") basis.

1. Disobeying teacher's posted classroom rules
2. Disobeying the following school rules:
  - Disrespectful attitude, words, or actions to staff (i.e., arguing)
  - Disobedient attitude, words, or actions to staff (i.e., failure to follow a direct request)
  - Unkind attitude, words and actions to a fellow student (i.e., name calling, gossiping)
  - Disrupting class (i.e., being out of seats without permission, refusing to participate in classroom activities, display of distracting behavior in the classroom, talking without permission)
  - Invasion of privacy of staff or student's possessions
  - Poor sportsmanship
  - Bringing items to school without permission of the teacher (i.e., radios, c.d. players, electronic games, computer disks, magazines, toys)
  - Inappropriate or disruptive hall or restroom conduct
  - Inappropriate classroom, recess, lunchroom, lunch break, or field trip conduct (i.e., scuffling or rough play, throwing objects, failure to follow directions)
  - Disobeying playground rules or lunchroom rules
  - Eating, chewing gum, or drinking in class without permission
  - Selling items on campus
  - Public display of affection (i.e., kissing, hand holding, embracing) while on the school campus or at related school events (i.e., field trips, TKA sports events, SCISA activities, team ministries, mission trips)
  - Use of cell phone or text messaging during school hours. Cell phone will be kept in school office and returned to parent/guardian.
  - Accessing personal email or networking sites during school hours

#### Level I Consequences for Lower School

1st offense - Warning

2nd offense - Warning

3rd offense – Consequence = missing recess. Discipline Form signed by parent/guardian

- If ten (10) or more consequences are given during the school year, the offenses will be considered persistent behavior and the student will receive a Level II consequence. Further Level I offenses will then follow Level II consequence steps.
- The warning/warning/consequence procedure does not require the repetition of the same misbehavior.
- If a student has a Level I offense during special classes, recess, or lunch, the teacher or teacher's assistant may have the student sit out from the activities or separate the student from the other students.

4<sup>th</sup> Offense-Consequence= the student will be sent to the office to meet with an administrator. Parents will be notified of the offense and the disciplinary plan established by the administrator.

- A persistent Level I offense of the same nature does not require the warning/warning before a consequence is administered.

## **Level II Offenses and Consequences**

### Level II Offenses for Lower School

- Persistence of Level I behaviors
- Involved in or creating the impression of involvement in immoral activities
- Lying or being deceitful
- Stealing or being in possession of another person's property (Restitution required)
- Fighting - physically or verbally.
- Purposely kicking, tripping, pushing, or hitting another student
- Profanity or obscene gestures, slanderous or cruel statements
- Offensive material, pictures, or language
- Discriminatory remarks, racist statements, and "put downs"
- Disrespectful or rebellious attitude or language
- Possession (i.e. on their person, in book bags, cubbies, or lockers) of fireworks, cigarettes, minor pornographic material, or knives (including pocket knives)
- Forgery
- Threat to student or staff
- Failure to attend class
- Academic dishonesty including, but not limited to cheating\*, plagiarism\*\*, collusion and falsification of information (Work will receive a grade of zero.)
- Deliberate minor damage to books, materials, furniture, building, etc. (Restitution required by the student)
- Leaving the campus without approval from the office
- Taking the Lord's name in vain
- Any comments concerning bringing weapons to school
- Use of recording device in class without teacher's written permission (see Permission to Record Form)

\*Cheating - the act of gaining or attempting to gain unfair advantage or assisting another in gaining or attempting to gain an unfair advantage; the act of receiving or giving information for a dishonest purpose.

Examples are:

- Copying another person's work (tests, quizzes, homework, workbooks, etc.) or allowing someone to copy your work.
- Asking for or giving questions and/or answers to tests or quizzes.
- Getting unauthorized information (i.e., books, notes, and electronic devices) during a test or quiz.
- Turning in another's work as your own.
- Taking an AR test on a book that has not been read. Taking an AR test based only on the movie. Using Cliff Notes, comic books, videos, abridged versions of the book to pass an AR test. Copying answers, telling another student answers, or receiving answers from another student and/or having another student take the AR test under your name.

\*\*Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

### Level II Consequences for Lower School

The Head of School or designee handles Level II consequences.

1st offense - Conference with the student, parent/guardian and Head of School

2nd offense - Conference with the student, parent/guardian and Head of School and consequence set by Head of School

Examples of consequences - work detail, missing recess for a set number of days, over-night suspension.

3rd offense - One day suspension

In-school suspension (ISS) or out-of-school suspension (OSS) will be at the discretion of the Head of School. All classwork assigned by the teacher/s must be completed and a conference with parent/guardian, student, and Head of School held before student returns to class.

4th offense - Three days out-of-school suspension (OSS).

All class work assigned must be completed and a conference with parent/guardian, student, teacher, and Head of School held before the student returns to school.

5th offense - Persistent Level II behavior will receive a Level III consequence.

Level II offenses may affect participation in extracurricular activities that fall within one week of the offense.

## **Level III Offenses and Consequences**

### Level III Offenses for Lower School

- Persistence of behaviors in Level II. Persistence will be determined by five Level II offenses for students in Kindergarten-5<sup>th</sup> grade
- Vandalizing or destroying property willfully. (Restitution required)
- Possession of weapons, drugs, drug paraphernalia, alcoholic beverages, and/or pornographic materials on campus
- Use of tobacco on campus.
- Violation of bodily propriety
- Sexual Harassment

### Level III Consequences for Lower School

1st offense - Dismissal from school.

The parent/guardian may request a hearing with the TKA Board of Trustees. If a hearing is requested, the student will not be allowed to attend classes until the hearing with the Board of Trustees is completed.

## **Anti-Bullying Policy**

TKA regards all of the following behaviors as forms of bullying, if engaged in over a period of time. Individual instances of the following will be noted and students and parents will be notified through Level I policy. Repeated instances will be considered bullying and student will receive Level II discipline.

- pushing, shoving, punching, kicking, poking, hitting, tripping
- damage to clothing, school books, interference with another's personal property whether clothing, lunches, school material or other
- writing derogatory remarks about another in any place
- attempting to get another student in trouble
- threatening another student
- using abusive or mocking language toward a student
- demanding money from another student
- demanding that another student act in particular ways toward authority
- demanding to see another student's private notes or letters
- preventing other students from cooperating with school staff
- forcing other students to do one's task
- forcing another student to share his/her school work
- making mocking sounds toward another student
- imitating a student's accent, voice, clothing, or personal belongings
- drawing attention to any physical characteristic of a student in a derogatory way
- making fun of another's ability or lack of ability
- making derogatory reference to a person's parents, family, or home
- making comments about sexual orientation as a put down
- attempts to continually ostracize a person
- blackmail
- offensive or cyber bullying (e.g., Internet, phone) will fall under off-campus policy.

(Guidelines from the Department of Education)

Parents Resource - [Help! My Child is Being Bullied](#) by Dr. Bill Maier, Focus on the Family - Tyndale House Publishers

## **LOWER SCHOOL DROP OFF AND PICK UP**

### Procedure

- A diagram is available, detailing how TKA handles drop off and pick up. If there are siblings in different grades, parents/guardians are asked to always drop off and pick up all children at the youngest child's location. Parents/Guardians need to put a sign in their car window with the last names of the students they are picking up.
- If, after picking up a Lower School child, a parent/guardian must wait for a Middle or Upper School student, parents/guardians are asked to park in the designated parking lot.

### Safety

Safety for the children is top priority, and parents/guardians must abide by the following:

- Do not pull around cars in the line.
- Do not drive on the grass.

### Early Drop Off and Late Pick Up

Students who are dropped off before 7:45 a.m. will be sent to Extended Care, and parents/guardians will be charged the Extended Care fee. Students who are not picked up by 3:00 will be sent to afternoon Extended Care; parents/guardians will be charged the Extended Care fee unless the student is waiting for an Upper School sibling to be dismissed in which case Extended Care will be offered from 3:00-3:15 p.m. at no charge.

## **LOWER SCHOOL LIBRARY**

The Lower School has an excellent library, and students visit the library once a week. Students enjoy hearing stories and also checking out books for a set period of time. An overdue fine will be charged if books are turned in late. Reference books may not be checked out overnight.

## **LOWER SCHOOL LOCKERS**

- Upper Elementary students may be assigned a locker in the classroom. Lower School lockers do not lock.
- The school is not responsible for missing or stolen items.
- Lockers are the property of TKA, and TKA reserves the right to search a student's locker at any time.

## **LOWER SCHOOL LUNCH**

- Students may bring a lunch from home or may order from the hot lunch menu.
- Parents/Guardians will be notified of menu and cost.
- Lunches ordered from the menu may be paid for by check. Parents may set up a credit through Student Accounts from which lunch charges may be drawn. No cash is accepted for lunch orders
- Drinks, snacks, and chips will be available for daily purchase.

## **LOWER SCHOOL PARTIES AND BIRTHDAYS**

- Lower School classes will have a Valentine's Day Party, Jesus' Birthday Party, and End of Year Party. Dates for these parties are published on the TKA calendar.
- If parents/guardians desire to bring a birthday snack to school to celebrate a student's birthday, this should be pre-arranged with the teacher. Parents/Guardians may purchase a library book in honor of their child's birthday and donate it to the library.
- Students are asked not to bring birthday invitations to school to distribute **unless the student is inviting the entire class or grade**, and then s/he may hand out invitations at the end of the school day.

## **LOWER SCHOOL PROMOTION**

### Kindergarten to 1<sup>st</sup> Grade

Students may be retained in Kindergarten for developmental reasons. The Head of School and kindergarten teacher will evaluate students for developmental readiness - academically, physically, and socially. As learners develop socially and emotionally, they become ready to learn academically. In cases where students do not show evidence of social and or academic development, the Head of School will recommend that the student remain in kindergarten for another year. Giving this gift of time for development has proven to be beneficial and can make the difference in a student succeeding or struggling.

### 1<sup>st</sup>-6<sup>th</sup> Grade

Students in 1<sup>st</sup>-6<sup>th</sup> grade must pass Language Arts and Math to be promoted to the next grade. Students failing three courses will not be allowed to advance to the next grade level.

### Attendance

A Lower School student who has more than 20 absences will not be promoted to the next grade.

## **LOWER SCHOOL PHONE USE**

- Cell phones are not allowed during school day hours. Use of cell phone or text messaging during school hours is a Level I offense. If a student uses his/her cell phone, the cell phone will be confiscated and kept in school office; it must be retrieved by a parent/guardian.
- Students will be allowed to use the office phone with the staff's permission.

## **LOWER SCHOOL SAFETY PATROL**

Students in the 4<sup>th</sup>-6<sup>th</sup> grade may be on Safety Patrol. Safety Patrol assists Teachers' Assistants in helping Lower School students get out of their cars during morning car line.

## **LOWER SCHOOL SNACKS**

Lower School students may bring a nutritional snack from home to eat during recess/break.

## **LOWER SCHOOL STUDENT RECOGNITION**

All students are recognized throughout the year in chapel with a King's Kid Award. King's Kids are selected by their teachers and are chosen for having a positive quality that reinforces Biblical teachings.

Students in grades 1<sup>st</sup>-6<sup>th</sup> receive the following awards at the Lower School Awards Ceremony.

- Governor's Award for Reading – 1<sup>st</sup>-2<sup>nd</sup> Grade
- Perfect Attendance – 1<sup>st</sup>-6<sup>th</sup> Grade
- Accelerated Reader Awards – 1<sup>st</sup>-6<sup>th</sup> Grade
- SCISA Art Show, Literary Meet, Music Festival, Spelling Bee – 2<sup>nd</sup>-6<sup>th</sup> Grade
- Academic Awards – All A's, All A's and B's, All A average for the year - 4<sup>th</sup>-6<sup>th</sup> Grade
- Chapel Chums – 6<sup>th</sup> Grade
- Safety Patrol – 4<sup>th</sup> -6<sup>th</sup> Grade
- Sports – 5<sup>th</sup> and 6<sup>th</sup> Grade
- Band – 5<sup>th</sup> and 6<sup>th</sup> Grade

This list is not all-inclusive, and changes will be made at the discretion of the Head of School.

## **LOWER SCHOOL TARDINESS**

A student is considered tardy if s/he arrives after 8:00am. Tardiness will be reflected on Success Reports.

### Consequences

Four or more tardies in a 9-week period will result in one-day absence but will not count against perfect attendance if the student has been in attendance each day

## **LOWER SCHOOL TEACHER APPRECIATION**

- The Head of School should be notified of anything that involves parents/guardians or students collecting monies from the parents/guardians/students for teacher gifts or parties.

## **LOWER SCHOOL TECHNOLOGY STANDARD**

- No TKA student will be allowed access to computers on campus unless the Technology Acceptable Use Form has been read and signed by both student and parent/guardian. The use of electronic communications is a privilege, not a right. Inappropriate use will result in disciplinary action by school officials and/or canceling those privileges. Use of electronic communications at school must be in support of education and research consistent with the educational objectives of The King's Academy, Inc. Students accessing personal email or networking sites during school hours will receive a Level I discipline.
- Any student wishing to use a recording device in a classroom must complete the Permission to Record Form and turn in to the office. Permission to Record Form requires the signature of both the student and the teacher.

## **SECTION V – MIDDLE SCHOOL POLICIES AND PROCEDURES**

See Sections III for additional school-wide policies

### **MIDDLE SCHOOL (7<sup>th</sup>-8<sup>th</sup> Grade) HOURS**

7:00 a.m.-7:45 a.m.	Extended Care (Additional Cost)
7:45 a.m.-8:00 a.m.	Drop-off/Classrooms Open
8:00 a.m.	Classes Begin/Tardy Bell Rings
8:00 a.m.-8:40a.m.	1st Period-Chapel on Wednesday
8:45 a.m.-9:45 a.m.	2nd Period
9:50 a.m.-9:55a.m.	Announcements
9:55 a.m.-10:40 a.m.	3rd Period
10:45 a.m.-11:30 a.m.	4th Period
11:35 a.m.-12:20 p.m.	5th Period-Elective
12:20	Lunch
1:00 p.m.-1:50 p.m.	6th Period
1:55- p.m.-2:45 p.m.	7th Period
2:45 p.m.-3:15 p.m.	Elective Study Hall
2:45/3:15 p.m.	Dismissal/Pick-up
3:15 p.m.– 4:00p.m.	Extended Care (Additional Cost)
4:00 p.m.-6:00 p.m.	Extended Care (Increased Additional Cost)
11:30 a.m.	½ Day Dismissal Time

### **MIDDLE SCHOOL DISMISSAL POLICY/PROCEDURE 2010-11**

#### **2:45 p.m. Dismissal vs 3:15 p.m. Dismissal**

At 2:45p.m., Middle School students have 2 options.

##### Option I - 2:45 p.m. Dismissal

- Students may be dismissed at 2:45 p.m. but must leave campus by 3:00 p.m., or they will be sent to Extended Care (students' accounts will be charged).

##### Option II – 3:15 p.m. Dismissal

- Students may enroll in Study Hall, which is held from 2:45-3:15.
- All students enrolled in Extended Care should choose this option. When Study Hall ends at 3:15, these students will join Extended Care.
- On Registration Day, parents will indicate which days of the week students will attend Study Hall. On alternate days, students will be expected to leave at 2:45.
- Once enrolled in Study Hall, students MUST attend each day for which they have registered. If a student fails to attend Study Hall and has not signed out, s/he will be charged with a Level II offense for skipping class.
- Students may be signed out by Study Hall teacher with a note from a parent/guardian. (Students are not required to sign in at the office the following morning when they have been signed out by the Study Hall teacher).

Note: A Middle School student waiting for an Upper School sibling to be dismissed should choose this option. Unsupervised Middle School students will be sent to Extended Care, and their student accounts will be charged.

### **MIDDLE SCHOOL ACADEMICS**

#### **Assignments**

Assignments completed by 7<sup>th</sup> and 8<sup>th</sup> grade students will be sent home with the student.

#### **Class Placement**

##### **7th Grade**

When enrollment and academic demographics warrant offering two levels of a subject, students in 7th grade may have the opportunity to take math and language arts classes on levels according to aptitude and ability. The following classes may be offered: academic math, enriched math, academic language arts and enriched language arts. Academic classes are conducted on grade level or above and proceed at a pace which is comfortable for most 7th graders. Enriched classes will progress at a faster pace with increased classroom requirements. Criteria considered when placing students in 7th grade enriched or classes is as follows:

- Teacher recommendation
- Previous year-end grade - A/B
- Stanford test score of at least 85 for enriched placement

## 8th Grade

Students in 8th grade have the opportunity to take academic math (pre-algebra) and language arts classes on grade level or to skip 8th grade classes and take English I (9th grade English) and / or Algebra I (9th grade math) for high school credit. Criteria considered when placing students in 9th grade classes is as follows:

- Teacher recommendation
- Previous year-end grade - A /B
- Stanford test score of 85 or above
- Algebra prognosis score of 45 or above

## Extracurricular Eligibility

- If a student receives two 'F's' in a row (consecutive) in any subject on a Progress and Interim Report, s/he will be on academic suspension for two and a half weeks until the next grade report.
- If a student has two 'F's' (concurrent) in any subjects on any Progress or Interim Report, s/he will be on academic suspension for two and a half weeks until the next grade report.
- If the student has an F in any subject on a Success Report, s/he will be on a SCISA-mandated academic suspension for nine weeks until the end of next quarter.
- Grades will be reviewed by the Head of School the day the Progress and Interim Reports are issued and on the day that ends a nine-week grading period for Success Report information (see school calendar).

## Academic Suspension

- Academic suspension begins on the third day after the grading period.
- The student and parent/guardian will be notified the date the suspension begins.
- The student and parent/guardian will be notified of the date the suspension ends
- Academic suspension does not end when the grades are pulled up or when notified by the teacher of passing grades.
- Release from suspension is made only by the Head of School.
- SCISA-mandated suspensions require that students not play/participate in extracurricular activities until they are released from suspension.
- TKA-mandated suspensions allow a student to attend practices/rehearsals that do not take the student out of class.
- A student on academic suspension may not leave class for practice or preparation of games, rallies, or events during school hours.
- Students will not be released from class for early dismissal of games, meets, or trips

## Grades

Grades given on the Success Reports reflect the student's ability to meet academic standards. Grades reflect tests, quizzes, independent classroom work, homework completion, special projects, and teacher observation. The grade breakdown will be explained to students and communicated to parents/guardians. Students in 7<sup>th</sup>-8<sup>th</sup> grade making a below 'C' average will receive a Progress Report. Nine weeks grades falling below a 'C' could jeopardize the student's acceptance for the following year. Making a failing grade will affect a student's participation in extracurricular activities.

### Grading System

7<sup>th</sup> - 8<sup>th</sup> Grade: 100-93 = A 92-85 = B 84-77 = C 76-70 = D 69-0 = F

### 7<sup>th</sup>-8<sup>th</sup> Grade Formulas for Middle School Classes

Grades for Middle School Success Reports are averaged as follows:

- 1st Nine Week Grade = Course Grade (80%) + Nine Weeks Test Grade (20%)
- 2nd Nine Week Grade = Grade (80%) + Nine Weeks Test Grade (20%)
- 1<sup>st</sup> Semester Grade = 1<sup>st</sup> Nine Weeks Grade (50%) + 2<sup>nd</sup> Nine Weeks Grade (50%)
- 3<sup>rd</sup> Nine Week Grade = Course Grade (80%) + Nine Weeks Test Grade (20%)
- 4th Nine Week Grade = Course Grade (80%) + Nine Weeks Test Grade (20%)
- 2nd Semester Grade = 3rd Nine Weeks Grade (50%) + 4th Nine Weeks Grade (50%)
- Year-end Grade = 1st Semester Grade (50%) + 2nd Semester Grade (50%)

### 8<sup>th</sup> Grade Students Taking Upper School Credit

Eighth grade students taking Upper School math and English classes should refer to Upper School grading policies, which apply to the Upper School credit classes.

## Grading Reports

### Progress Reports

Progress Reports are mailed to parents/guardians of students in the 7<sup>th</sup> - 8<sup>th</sup> grade. A student will receive a Progress Report only if his/her overall average in a class is below a 'C' or if the student is having homework difficulties.

### Interim Reports

Interim reports notify the parents/guardians of the student's academic progress, spiritual growth, and behavior. Interim reports will be issued four times a year to all Middle School students. Interim Report envelopes are signed by a parent/guardian and returned.

### Success Reports

Success Reports will be issued every nine weeks for grades 7<sup>th</sup>- 8<sup>th</sup> grade. Grades on the Success Reports indicate the degree of mastery achieved by the student as compared to the TKA adopted standard. Success Reports envelopes for 1<sup>st</sup>-3<sup>rd</sup> Nine Weeks are signed by a parent/guardian and returned to school. Success Reports for the 4<sup>th</sup> Nine Weeks will be distributed at Middle School Distribution Day. See TKA school calendar for Middle School Distribution Day. Year-end Success Reports are not mailed

## Homework

- The purpose of homework is to provide reinforcement or enrichment.
- Homework also gives the student the opportunity to work independently on skills learned in class and apply organizational study skills independently.
- Homework is graded according to each teacher's class plan and discretion.
- A student in 7th-8th grade will receive a Progress Report if s/he is failing to turn in homework assignments.
- Eighth grade students taking Upper School math and English classes should refer to Upper School homework policies, which apply to Upper School credit classes.

## Make-Up/Late Work

- If a Middle School student knows that s/he is going to be absent, the student should obtain a Planned Absence form from the office. The student is responsible for having each of his/her teachers complete the Planned Absence form. Each teacher will indicate on the form the assignments to be made up as well as adjusted due dates. The date(s)/time(s)/place(s) for making up any missed tests/quizzes should also be included on the form. This form will be signed by the student and each of his/her teachers. When the form is complete, the student should bring it to the office where a copy will be made. It is recommended that class assignments and homework be turned in prior to absence if possible. It is the student's responsibility to obtain missed assignments and test review from the teacher or a fellow student. If Planned Absence form is not utilized before the anticipated absence or unexcused absence, the absence will carry unexcused absence penalty: the highest grade the student can receive on a test or quiz to be made up will be an 85. At the discretion of an administrator, this consequence may also apply to school related absences when a student fails to use the Planned Absence form to make arrangements with the teachers prior to absence.
- Work assigned prior to an absence will be due the day a student returns to school if the absence is unexcused unless other arrangements have been made with the teacher.
- Unless prior arrangements are made, eight points will be taken off the final grade of the assignment for each day it is late. The late penalty will apply, if the assignment is late due to an unexcused absence or to the student's failure to bring assignment to the class. Whether the penalty will be applied by the day or by the class (in the case of blocked classes) will be at the teacher's discretion. Students who have an excused absence will receive a one-day extension for each day of excused absence without penalty; therefore, if an student is absent only one day, their assignments will be due the day following their return to school. In the case of an extended absence, make up work/due dates will be co-coordinated among the teachers to best benefit the student.

## Retaking Classes

- If a student fails a class, the class must be retaken and passed prior to the beginning of the school year or the student may not be promoted the following year. No more than two (2) classes may be taken or retaken during the summer. A limit of two (2) classes may be taken or retaken during the school year.
- Only two courses will be recommended for retaking during the summer.
- Students will be allowed to take courses at regionally accredited public or private summer schools.
- A grade of 70 or above is required in order to receive credit for the repeated course.
- A student will be allowed to make up a course in summer school only once. Subsequent failures must be repeated during the following academic year.
- The King's Academy does not accept summer school credit for academic work taken in advance unless prior approval has been given by the Head of School.

## Study Skills

Students in 7<sup>th</sup>-8<sup>th</sup> grade receive an assignment book and notebook pockets for their notebook. Students will be taught how to keep their materials organized and how to fill out the assignment notebook. Training in these study skills is important, and parents/guardians are asked to assist their child according to TKA procedures. The assignment book will inform the parent/guardian of daily assignments, upcoming projects, tests, etc. Parents/Guardians are asked to check the assignment book each night to ensure their child has completed the work.

## Testing.

### 7<sup>th</sup>- 8<sup>th</sup> \* Grade Nine Weeks Tests.

Nine-week tests will reflect only material covered in the previous weeks before the test.

- 1st Nine Week Test = Material covered during 1st nine week period
- 2nd Nine Week Test = Material covered during 2nd nine week period only
- 3rd Nine Week Test = Material covered during 3rd nine week period only
- 4th Nine Week Test = Material covered during 4th nine week period only

Eighth grade students taking Upper School math and English classes should refer to Upper School testing policies, which apply to Upper School credit classes

### Standardized Tests

Students in 7<sup>th</sup>-8<sup>th</sup> grade are evaluated each spring utilizing a Stanford Achievement and Otis-Lennon Ability Test. The scores from these tests are used to help target learning needs of students, to give an indication of how the student is performing relative to his/her ability, and to confirm class placement. Results of testing are issued to parents/guardians.

## MIDDLE SCHOOL APPEARANCE CODE

### Regular School Day Dress

- Students should not wear clothing with pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meanings.
- No media promotion for video games, movies or TV programs that do not support Christian principles.
- Musical references need to represent Christian groups that have a witness of performing Christian music.
- Undergarments should be worn but not visible at any time. Clothing that gives the impression of an undergarment or that reveals part of an undergarment should not be worn. Sport undergarments may not be worn as tops.
- Clothing should not have holes or tears. Ragged or frayed edges on pants, shorts, or skirts are not allowed.
- Tight clothing that is revealing is not permitted.
- Modesty is expected at all times.
- No tattoos

#### Middle School Girls: Regular School Day Dress

##### Blouses

- no halter, tank, strapless, off the shoulder, one shoulder strap, cut out athletic, or racer back yoga tops
- no back cut outs
- at least 1 inch wide straps
- midriff must be covered at all times - standing, sitting, or raising of hand
- neckline must be modest; a good guide is a handbreadth from the base of the neck with no visible cleavage.
- lacy, sheer or open weave fabric at the neckline must be above the neckline standard

##### Skirts/Dresses

- length no higher than 3 inches above the top of the knee
- skirts/dresses worn with tights must be dress code length
- top of split no higher than 3 inches above top of knee

##### Shorts

- length no higher than 3 inches above the top of the knee

##### Pants

- must not drag the ground
- worn at or near waist

##### Shoes

- must be worn at all times
- no rubber, beach-type flip flops

##### Hair

- not distracting in regard to color or style

##### Hats, caps, or other head coverings

- not to be worn in buildings except in gym during athletic events

##### Jewelry

- no visible piercing except for pierced ears

#### Middle School Boys: Regular School Day Dress

##### Shirts

- shirts that are meant to be undershirts should not be worn by themselves or with an unbuttoned cover shirt.

##### Pants

- worn at or near waist
- must not drag the ground
- belt worn with pants with belt loops

##### Shorts

- worn at or near waist
- no higher than 3 inches above the top of the knee
- belt worn with shorts with belt loops

##### Shoes

- must be worn at all times
- no rubber, beach-type flip flops

##### Hair

- not distracting in regard to color or style.
- no longer than collar of a tee shirt
- no facial hair
- Middle School boys may wear their hair longer than the top of the eyebrow if the hair is kept out of the eyes at all times. The student may be required to cut the hair to meet standards if hair is a distraction or covers the eyes.

##### Hats, caps, or other head coverings

- not to be worn in buildings except in gym during athletic events

##### Jewelry

- no visible piercing

### **Extracurricular Events Dress**

- dress for students at TKA field trips and games and other TKA extracurricular events and practices is the same as Regular Day Dress.
- swimsuits for girls should be modest one-piece or a modest two-piece worn with a tee shirt.

### **PE Classes/Athletic Practices**

#### **Middle School Girls: PE Classes/Athletic Practices**

##### Shirts

- loose fitting tee shirt with short sleeves
- neckline no lower than 2 inches (about three fingers width) from base of sternal notch on neck. This is more conservative than the regular day dress standard to ensure modestly.

##### Shorts

- writing on the seat is not permitted
- loose fitting athletic pants are acceptable
- length no higher than mid-thigh. This standard is more relaxed than regular school day dress for ease of movement.

##### Shoes

- athletic shoes

##### Hats, caps, and other head coverings

- not worn in gym or school buildings during PE

#### **Middle School Boys: PE Classes/Athletic Practices**

##### Shirts:

- loose fitting shirt with short sleeves

##### Shorts:

- loose fitting athletic pants or shorts
- length no higher than 3 inches above the top of the knee

##### Shoes:

- athletic shoes

##### Hats, caps, and other head coverings:

- not worn in gym or school buildings during PE

### **SCISA Meet, School Ceremony, and Game Day Dress for Athletes**

#### **Middle School Girls: SCISA Meet, School Ceremony, and Game Day Dress for Athletes**

- skirts (length no higher than 3 inches above the top of the knee) or dress pants
- no jean skirts, jeans, shorts, cargo pants, or athletic pants
- no casual tee shirts
- no flip flops or casual sandals including Rainbows
- no hats or sunglasses
- cheerleaders may wear their uniform to school with shorts under the uniform that meet dress code if the skirt is shorter than dress code length

#### **Middle School Boys: SCISA Meet, School Ceremony, and Game Day Dress for Athletes**

- dress pants
- no shorts
- no jeans, cargo pants, or athletic pants
- collared shirt with logo no larger than palm of hand
- dress crew neck or v-neck sweater
- tie worn with collared shirt to all ceremonies, tie worn on game days/SCISA meets at discretion of coach/sponsor
- shirts tucked in with a belt

### **Lockers, Book Bags and School Supplies**

- no pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meanings.
- no media promotion for video games, movies or TV programs that do not support Christian principles.
- musical references need to represent Christian groups that have a witness of performing Christian music.

### **Offense**

When a teacher observes an infraction of the dress code, a Dress Code Referral Form should be completed and sent to the office. Student not in compliance will be called to the office. Students who do not meet TKA standards will be asked to make necessary adjustments. If correction cannot be made, parents will be notified and asked to bring acceptable clothing. Persistent failure to appear in dress code will result in after school detention.

### **Consequence**

After School Detention-3rd offense and following

### **MIDDLE SCHOOL ATHLETICS**

Students in 7<sup>th</sup> and 8<sup>th</sup> grade have the opportunity to participate in Middle School, JV, and/or Varsity sports under the eligibility policies outlined in the TKA Athletic Handbook. Students wishing to participate on more than one team must receive the approval of Athletic Director, all concerned head coaches, and parents. See TKA Athletic Handbook for athletic policies.

## **MIDDLE SCHOOL ATTENDANCE**

Students in 7<sup>th</sup>-8<sup>th</sup> grade will be counted absent by the day except for 8th grade students taking Upper School Algebra I and/or English I classes, who will be counted absent per class. Please refer to Upper School attendance policy, which applies to the Upper School credit classes in that the allowed absences are different than Middle School classes that meet every day. Chapel is considered part of Bible class and attendance will be counted as such.

### Returning to School

When a student is absent, s/he must sign in through the office when s/he returns to school. Documentation for excused absences must be given to the TKA school office within two days of the absence. It will be the student's responsibility to bring the excuse to the office. If the excuse is not received after two days, the absence will be counted unexcused. The Head of School will consider changes in the unexcused status only after a parent/guardian conference when documentation is received and only if the appeal is made within the nine-week grading period during which the absence occurred. Changes will be made at the Head of School's discretion.

### Excused Absences

Absences will be excused by the office for the following:

- personal illness-parent/guardian or a doctor's excuse documenting an illness
- appointments documented by a doctor
- death in the family
- approved mission trip
- serious family emergencies
- legal responsibilities which require the student's presence
- unique situations which require the Head of School's discretion with advanced notices

Absences due to participation in school-related activities are NOT recorded as absences and require no written excuses. Students are responsible for any work missed due to school-related or other anticipated absences (tests, homework, projects, etc.). If the student is absent because of a contagious illness or disease, parents/guardians are asked to notify the office as soon as possible. Parents are encouraged to communicate with the office if student's assignments will be picked up in the office due to an absence.

### Retaking Classes

More than eighteen (18) absences from a class, with no more than eight being unexcused, would require that the student retake the class.

### Loss of Credit Due to Absence

More than eighteen (18) daily absences will result in a Middle School student not being promoted to the next grade. Parents/Guardians will receive a letter notifying them that the student has gone over the allotted absences and has lost credit for a class. If the parent/guardian desires for the student to attend Saturday School to make-up the loss of credit, s/he should call the school to schedule Saturday School. The fee for Saturday School is \$15.00 per hour. Arrangements will be made by the office for a teacher to supervise the student attending Saturday School and class work will be provided for the student. Grading of the work done in Saturday School will be at the subject teacher's discretion. When the parent/guardian schedules the Saturday School, the student's account will be charged. In the event that the student does not report to Saturday School, the total fee is not refundable and nontransferable. Failure to schedule/attend Saturday School will result in loss of credit for the class, which will be reflected on the transcript.

### Extracurricular Activities

To be eligible for a sporting event or school related activity sponsored by TKA, students must attend ½ day of school the day of the event.

## **MIDDLE SCHOOL COMMUNICATION**

Middle School students are responsible for taking a Weekly Sheet each Friday to their parents/guardians. Middle School students and parents/guardians should avail themselves of school information contained in the Weekly Sheet and put on the TKA website.

## **MIDDLE SCHOOL CONDUCT AND DISCIPLINE**

The basic approach to discipline is to trust students and grant freedom to the greatest extent that the student's behavior will allow, both individually and corporately. The rules of TKA build and instill responsibility. Effective teaching and discipline require a consistent approach of clearly established rules and consequences. The staff at TKA recognizes that adolescents are in training and that the school plays a part in the process of students learning to choose what is right.

The discipline policy is not intended to be all-inclusive. Modifications will be made when necessary at the discretion of the Head of School. Additional infractions will be added and penalties will be modified as the need arises at the discretion of the Head of School. A student's participation in extracurricular activities may be affected for offenses of behavior standards.

### **Level I Offenses and Consequences**

#### Level I Offenses for Middle School

1. Disobeying teacher's posted classroom rules
2. Disobeying the following school rules:
  - Disrespectful attitude, words, or actions to staff (i.e., arguing)
  - Disobedient attitude, words, or actions to staff (i.e., failure to follow a direct request)
  - Unkind attitudes, words and actions to a fellow student (i.e., name calling, gossiping)
  - Disrupting class (i.e., being out of seat without permission, refusing to participate in classroom activities, display of distracting behavior in the classroom, talking without permission)
  - Invasion of privacy of staff or student's possessions
  - Poor sportsmanship
  - Bringing items to school without permission of the teacher (i.e., radios, tape players, electronic games, computer disks, magazines, toys)
  - Inappropriate or disruptive hall or restroom conduct
  - Inappropriate classroom, recess, lunchroom, lunch break, or field trip conduct (i.e., scuffling or rough play, throwing objects, failure to follow directions)
  - Disobeying school yard rules or lunchroom rules
  - Eating, chewing gum, or drinking in class
  - Selling items on campus
  - Public display of affection (i.e., kissing, hand holding, embracing) while on the school campus or at related school events (i.e., field trips, TKA sports events, SCISA activities, team ministries, mission trips)
  - Use of cell phone, text messaging, or cell phone going off during school hours will result in cell phone being kept in school office and returned to parent/guardian.
  - Accessing personal email or networking sites during school hours

#### Level I Consequences for Middle School

The class or a student will be given a verbal warning. Persistent behavior will not receive repetitive warnings. Posted rule can count as verbal warning. If behavior continues the teacher may:

Dismiss the student from class to the office if the behavior is disruptive and interferes with classroom learning. A student dismissed from the class will receive an unexcused absence for that class and will receive a Discipline Form indicating offense. A copy of the Discipline Form will be sent home to be signed by the parents/guardians. The office will administer consequences based on the number of Discipline Forms the student has received.

1<sup>st</sup> offense = Student will meet with Administrator

2<sup>nd</sup> offense = After School Detention\*

3<sup>rd</sup> offense = After School Detention

4<sup>th</sup> offense = After School Detention

5<sup>th</sup> offense = After School Detention

6<sup>th</sup> offense = After School Detention

7<sup>th</sup> offense = Saturday Detention\*

8<sup>th</sup> offense = Saturday Detention

9<sup>th</sup> offense = Saturday Detention and conference with Head of School, student and parent/guardian

10<sup>th</sup>+ offense = Saturday Detention\* and conference with Head of School, student and parent/guardian.

Every Level I offense after ten will be treated as a Level II offense and can lead to dismissal

\*See policies for After School and Saturday Detention

### **Level II Offenses and Consequences**

#### Level II Offenses for Middle School

- Involved in or creating the impression of involvement in immoral activities
- Lying or being deceitful
- Stealing or being in possession of another person's property (Restitution required)
- Fighting - physically or verbally.
- Purposely kicking, tripping, pushing, or hitting another student
- Profanity or obscene gestures, slanderous or cruel statements
- Offensive material, pictures, or language
- Discriminatory remarks, racist statements, and "put downs"
- Disrespectful or rebellious attitude or language
- Possession (i.e., on their person, in their book bags, cubbies, or lockers) of fireworks, cigarettes, minor pornographic

material, knives (including pocket knives)

- Forgery
  - Threat to student or staff
  - Failure to attend class
  - Academic dishonesty including, but not limited to cheating\*, plagiarism\*\*, collusion and falsification of information (Work will receive a grade of zero.)
  - Deliberate minor damage to books, materials, furniture, building, etc. (Restitution required by the student)
  - Leaving the campus without approval from the office
  - Taking the Lord's Name in vain
  - Any comments concerning bringing weapons to school
  - Use of recording device in class without teacher's written permission (see Permission to Record Form)
- \*Cheating - the act of gaining or attempting to gain unfair advantage or assisting another in gaining or attempting to gain an unfair advantage; the act of receiving or giving information for a dishonest purpose.

Examples are:

- Copying another person's work (tests, quizzes, homework, workbooks, etc.) or allowing someone to copy your work.
- Asking for or giving questions and/or answers to tests or quizzes.
- Getting unauthorized information (i.e., books, notes, and electronic devices) during a test or quiz.
- Turning in another's work as your own.
- Taking an AR test on a book that has not been read. Taking an AR test based only on the movie. Using Cliff Notes, comic books, videos, abridged versions of the book to pass an AR test. Copying answers, telling another student answers, of receiving answers from another student and/or having another student take the AR test under your name.

\*\*Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

#### Level II Consequences for Middle School

Level II consequences are handled by the Head of School.

1<sup>st</sup> offense = Saturday Detention

2<sup>nd</sup> offense = Saturday Detention

3<sup>rd</sup> offense = Three days OSS – Unexcused absences from class

4<sup>th</sup> offense = Dismissal from TKA

#### **Level III Offenses and Consequences**

##### Level III Offenses for Middle School

- Persistence of behaviors in Level II. Persistence of behaviors will be determined by four Level II offenses for students in the 7<sup>th</sup> and 8<sup>th</sup> grade accumulated during the school year.
- Vandalizing or destroying property willfully (Restitution required)
- Possession of weapons, drugs, drug paraphernalia, alcoholic beverages, and/or pornographic materials on campus
- Use of tobacco on campus
- Violation of bodily propriety
- Sexual Harassment

##### Level III Consequences for Middle School

- 1st offense - Dismissal from school.
- The parent/guardian may request a hearing with the TKA Board of Trustees. If a hearing is requested, the student will not be allowed to attend classes until the hearing with the Board of Trustees is completed.

#### **Anti-Bullying Policy**

TKA regards all of the following behaviors as forms of bullying if engaged in over a period of time. Individual instances of the following will be noted and students and parents will be notified through Level I policy. Repeated instances will be considered bullying, and student will receive Level II discipline.

- pushing, shoving, punching, kicking, poking, hitting, tripping
- damage to clothing, school books, interference with another's personal property whether clothing, lunches, school material or other
- writing derogatory remarks about another in any place
- attempting to get another student in trouble
- threatening another student
- using abusive or mocking language toward a student
- demanding money from another student
- demanding that another student act in particular ways toward authority
- demanding to see another student's private notes or letters
- preventing other students from cooperating with school staff
- forcing other students to do one's task
- forcing another student to share his/her school work
- making mocking sounds toward another student
- imitating a student's accent, voice, clothing, or personal belongings
- drawing attention to any physical characteristic of a student in a derogatory way

- making fun of another's ability or lack of ability
- making derogatory reference to a person's parents, family, or home
- making comments about sexual orientation as a put down
- attempts to continually ostracize a person
- blackmail
- offensive or cyber bullying (e.g., Internet, phone) will fall under off-campus policy.

(Guidelines from the Department of Education)

Parents Resource - [Help! My Child is Being Bullied](#) by Dr. Bill Maier, Focus on the Family - Tyndale House Publishers

### **Off-Campus Behavior**

Students who attend The King's Academy represent the school and the school's standards on and off-campus as long as they are enrolled at the Academy. TKA students are held accountable by the Academy for offenses that do not uphold behavior, appearance, or dignity standards (see Section I of this Handbook). This includes actions by students or material that represents students (i.e. MySpace, Facebook, Cyber-Bullying). Examples of off-campus offenses are:

- consuming alcohol
- using tobacco
- inappropriate or immodest behavior or appearance
- using profanity
- using illegal drugs
- viewing pornography
- premarital sex

### Consequence

The Head of School will report all off-campus offenses to the TKA Board of Trustees. The first offense will result in a three-day suspension. The first off-campus offense will affect participation in extracurricular activities that fall within one week of the offense. A conference with the parents/guardians is required before the student will be allowed to return to class following a suspension. If the student has been accepted for the following year and the offense occurs during the summer, the student will be asked to appear before the Board of Trustees. The second off-campus offense will result in immediate dismissal from school.

## **MIDDLE SCHOOL DETENTION AND SUSPENSION**

### After School Detention:

After School Detention will be scheduled on Wednesday for one hour after school (3:15 p.m. – 4:15 p.m.). If a student is absent on the day of detention, the detention will be rescheduled. If a student is not absent but does not report to detention for any reason, the student will serve 1/2 day ISS the morning following detention and will be counted absent from class. Detention will not be rescheduled for work schedules, appointments, or out of town trips. Excessive after school detentions will result in Saturday detention.

### Saturday Detention:

7:00 a.m. –11:00 a.m. unless otherwise indicated

A \$25.00 fee will be charged to the student's account. Detention will not be rescheduled for work schedules, appointments, or out of town trips. Failure to attend Saturday Detention will result in an additional detention/s and fee. The fee for the missed detention is non-refundable and non-transferable. If the student is ill and cannot attend Saturday Detention, the parent/guardian must call the Head of School or designee prior to 7:00 a.m. Saturday morning to avoid a charge. In the case of illness, the Saturday detention will be rescheduled.

### In School Suspension

Students who serve ISS are not permitted to attend class or school events during ISS. ISS is counted as an unexcused absence (see policies for unexcused assignments, make-up work, and testing). It is the student's responsibility to obtain information and assignments given while serving ISS.

### Out of School Suspension (OSS)

Students who serve OSS are not permitted on campus during the school day or during after school extracurricular events. OSS is counted as an unexcused absence (see policies for unexcused assignments, make-up work, and testing). It is the student's responsibility to obtain information and assignments given while serving OSS. A meeting with the Head of School, student and parent/guardian will be scheduled prior to the student returning to school

## **MIDDLE SCHOOL DROP OFF AND PICK UP**

### Procedure

A diagram is available detailing how TKA handles drop off and pick up. If there are siblings in different grades, always drop off and pick up all children at the youngest child's location. Parent/Guardian should put a sign in his/her car window with the last names of any students s/he is picking up.

### Safety

Safety for the children is top priority, and parents must abide by the following

- Do not pull around cars in the line.
- Do not drive on the grass.

### Early Drop Off and Late Pick Up

Students who are dropped off before 7:45 a.m. will be sent to Extended Care; parents/guardians will be charged the Extended Care fee. Middle School students, who have a 2:45 p.m. dismissal, not picked up by 3:00 p.m. OR who have a 3:15 p.m. dismissal, not picked up by 3:30 p.m., will be sent to afternoon Extended Care; parents/guardians will be charged the Extended Care fee.

### **MIDDLE SCHOOL ELECTIVES**

Students in Middle School may take elective classes on a rotation schedule to expose them to a variety of experiences. Students in the 7<sup>th</sup> and 8<sup>th</sup> grade take classes in music appreciation, manners, art, keyboarding, PE, or band.

### **MIDDLE SCHOOL FINE ARTS**

Students in 7<sup>th</sup> and 8<sup>th</sup> grades have the opportunity to participate in band, school plays, art classes and Fine Arts events.

### **MIDDLE SCHOOL LIBRARY**

The library has established checkout times for Middle School students to take advantage of the library services. . Students may check out books for a set period of time. An overdue fine will be charged if books are turned in late. Reference books may not be checked out overnight.

### **MIDDLE SCHOOL LOCKERS**

- Students in Middle School will be assigned a locker in the classroom.
- Middle School lockers do not lock.
- Students involved in athletics and taking PE will be issued a locker in the locker room. Students need to use locks provided by the school and keep lockers locked at all times.
- The school is not responsible for missing or stolen items.
- Lockers are the property of TKA, and TKA reserves the right to search a student's locker at any time.

### **MIDDLE SCHOOL LUNCH**

- Students may bring a lunch from home or may order from the hot lunch menu.
- Parents/Guardians will be notified of menu and cost.
- Lunches ordered from the menu may be paid for by check. Parents may set up a credit through Student Accounts from which lunch charges may be drawn. No cash is accepted for lunch orders
- Drinks, snacks, and chips will be available for daily purchase.

### **MIDDLE SCHOOL MISSIONS WEEK**

All 7<sup>th</sup>-8<sup>th</sup> graders participate in Missions Week, which usually takes place in March. Mission opportunities are provided for each student. Students in 7<sup>th</sup> and 8<sup>th</sup> grade have a choice to serve locally or to participate in national or international missions . Students who travel nationally or internationally raise their own funding. Scholarships for national and international trips are available through the Spiritual Life Director; an application needs to be submitted six weeks prior to the trip. Each student is disciplined for several months prior to serving on a missions trip. TKA's goal is for each student to have exposure to missions, evangelism and service to others. Our vision is to bring the world to Christ and Christ to the world.

#### Alternative Trips

A parent/guardian who desires his/her child participate in a missions trip that is not TKA sponsored should submit a written request to the Spiritual Life Director one month prior to TKA's Missions Week. The alternative trip may be with a church or family group and must take place the same week as TKA's Mission Week and have standards and hours equal to those of a TKA trip. If the trip is approved, the student will not be counted absent during Missions Week. Missions Week absences that are not approved will be counted as unexcused absences.

### **MIDDLE SCHOOL PHONE USE**

- Cell phones are not allowed during school day hours.
- Use of cell phone or text messaging during school hours is a Level I offense.
- If a student uses his/her cell phone, the cell phone will be confiscated and kept in school office; it must be retrieved by a parent/guardian.
- Students will be allowed to use the office phone with the staff's permission.

### **MIDDLE SCHOOL PROMOTION**

- More than 18 absences, with no more than eight being unexcused, will result in a Middle School student not being promoted to the next grade.
- Students in 7<sup>th</sup>-8<sup>th</sup> grade must pass Language Arts and Math to be promoted to the next grade.
- Students failing three courses will not be allowed to advance to the next grade level.

### **MIDDLESCHOOL STUDENT RECOGNITION**

Middle School students are recognized at Academic Awards Ceremony for the following:

SCISA Literary Meet	Fine Arts Performances	SCISA Musical Festival
Band	SCISA Art Show	SCISA Math Meet
SCISA Spelling Bee	SCISA Science Fair	SCISA Quiz Bowl Team
	SCISA Grice Award	

Middle School athletes are recognized at the Fall, Winter, and Spring Athletic Banquets. This list is not all-inclusive and changes will be made at the discretion of the Head of School.

### **MIDDLE SCHOOL TARDINESS**

Middle School students will be counted tardy up to ten (10) minutes after class/chapel is scheduled to begin. After ten (10) minutes, the student is counted absent. If a student is tardy at the beginning of the day, to class during the day, or to chapel, s/he will be sent to the office to receive a tardy slip. Tardy records are kept on a semester basis.

#### Excused Tardies

An excused tardy is granted for the following reasons. An excused tardy will be granted only when a student presents a note from his/her parent/guardian.

- Illness
- Car Trouble
- Accidents
- Health care appointments
- Family emergency

#### Unexcused Tardies

Examples of an unexcused tardy are:

- Oversleeping
- Getting started late
- Forgetting school items and returning home for them
- Socializing instead of going to class
- Failure to bring a written note for a tardy that would otherwise be excused

#### Consequences for Tardiness

Three (3) tardies to any class will equal one (1) unexcused absence.

### **MIDDLE SCHOOL TEACHER APPRECIATION**

- The Head of School should be notified when parents/guardians or students are collecting monies from the parents/guardians/students for teacher gifts or parties.

### **MIDDLE SCHOOL TECHNOLOGY STANDARD**

- No TKA student will be allowed access to computers on campus unless the Technology Acceptable Use Form has been read and signed by both student and parent/guardian. The use of electronic communications is a privilege, not a right. Inappropriate use will result in disciplinary action by school officials and/or canceling those privileges. Use of electronic communications at school must be in support of education and research consistent with the educational objectives of The King's Academy, Inc. Students accessing personal email or networking sites during school hours will receive a Level I discipline.
- Any student wishing to use a recording device in a classroom must complete the Permission to Record Form and turn in to the office. Permission to Record Form requires the signature of both the student and the teacher.

## SECTION VI – UPPER SCHOOL POLICIES AND PROCEDURES

See Sections III for additional school-wide policies

### UPPER SCHOOL (9<sup>th</sup>-12<sup>th</sup> Grade) HOURS

Modified Block Schedule	
E-Days (Monday)	
7:45 a.m.-8:00 a.m.	Drop off/Classrooms Open
8:00 a.m.	Classes Begin/Tardy Bell Rings
8:00 a.m.-8:40 a.m.	1 <sup>st</sup> Block/Section I – Chapel Wednesdays
8:45 a.m.-9:45 a.m.	1 <sup>st</sup> Block/Section II
9:50 a.m.-9:55 a.m.	Announcements
9:55 a.m.-10:40 a.m.	2 <sup>nd</sup> Block A-Day Class-Monday
10:45a.m.-11:30a.m.	2 <sup>nd</sup> Block B-Day Class-Monday
11:30a.m.-12:05p.m.	Lunch Monday
12:05p.m.-12:50p.m.	3 <sup>rd</sup> Block A-Day Class-Monday
12:55p.m.-1:40p.m.	3 <sup>rd</sup> Block B-Day Class-Monday
1:45p.m.-2:30p.m.	4 <sup>th</sup> Block A-Day Class -Monday
2:30p.m.-3:15p.m.	4 <sup>th</sup> Block B-Day Class-Monday
11:30 a.m.	Early Dismissal Time

Block Schedule	
A-Days (Tuesday/Thursday)	B-Days (Wednesday/Friday)
7:45 a.m.-8:00 a.m.	Drop off/Classrooms Open
8:00 a.m.	Classes Begin/Tardy Bell Rings
8:00 a.m.-8:40 a.m.	1 <sup>st</sup> Block/Section I – Chapel Wednesdays
8:45 a.m.-9:45 a.m.	1 <sup>st</sup> Block Section II
9:50 a.m.-9:55 a.m.	Announcements
9:55a.m.-11:25a.m.	2 <sup>nd</sup> Block A and B-Day Classes-Tuesday-Friday
11:25a.m.-12:10p.m.	Lunch Tuesday-Friday
12:10p.m.-1:40p.m.	3 <sup>rd</sup> Block A and B-Day Classes-Tuesday-Friday
1:45p.m.-3:15p.m.	4 <sup>th</sup> Block A and B-Day Classes-Tuesday-Friday
11:30 a.m.	Early Dismissal Time

### UPPER SCHOOL ACADEMICS

#### Assignments

Assignments completed by 9<sup>th</sup>-12<sup>th</sup> grade students will be sent home with the student.

#### Research Papers and Projects

Upper School students must turn in all research papers and/or projects by the beginning of the scheduled class period on the day due. If the student is absent (excused or unexcused), arrangements must be made by the student to turn in the paper/project by the beginning of the scheduled class period the day the project is due.

#### Beta Club

- Students in the 9<sup>th</sup> - 12<sup>th</sup> grade who have earned a 4.0 or higher grade point average during the prior school year and maintain a 4.0 or higher during the following year will be eligible to be a member of the BETA Club.
- BETA Club members who have a 4.0 or higher cumulative average for all four years of Upper School (9<sup>th</sup>-12<sup>th</sup>) are recognized at graduation by wearing gold cords with the graduate's cap and gown.
- A student may be in Beta Club his/her senior year but not be eligible to graduate with honors (see graduating with honors).

#### Class Placement

##### 9<sup>th</sup> - 12<sup>th</sup> Grades

Students in 9<sup>th</sup> - 12<sup>th</sup> grades have the opportunity to take classes on two levels: college preparatory (CP) or honors (H). CP classes are conducted on grade level or above and progress at a pace which is comfortable for most US students. Honors classes progress at a faster pace and require more work from the students. Criteria considered when placing students in honors classes is as follows:

- Teacher recommendation
- Previous year-end grade - A / B (Any student previously placed in an honors class who earns a final grade of C or below will be placed in a CP class the following year. A student and his/her parent[s] may appeal his/her placement; see appeals process.)
- Stanford score (rising 9<sup>th</sup> graders only) of 75 or above

#### Appeals Process

A parent and/or student desiring to appeal the student's placement may do so by writing an administrator no later than Aug 10<sup>th</sup> explaining reasons his/her placement should be reconsidered. (At the Middle School level, a parent letter will be sufficient; at the US level, a letter will be required from both the parent and student). The administrator and faculty members will consider each proposal and respond in a timely manner. If the petition to move from a CP to an H class is granted, the student will be on a six-weeks probation period when school commences.

#### Class Rank

The King's Academy is not a typical high school in regards to the size of the senior class, level of classes required, and percentage of seniors attending four-year post secondary institutions. TKA realizes that many colleges determine admittance based on GPA, SAT/ACT and class rank. TKA does not rank students due to the small class because a student with good scores and an average GPA could receive a low rank. A cover letter from the TKA Guidance Office will be sent to college acceptance boards explaining TKA's ranking policy and emphasizing a student's GPA and scores for consideration as well as a student's potential in a college setting.

#### Valedictorian and Salutatorian

The King's Academy will determine a Valedictorian and Salutatorian of the senior class by the cumulative average. The students' four-year cumulative numerical grades for all credit courses will be averaged together. Senior course grades will be calculated on

the 180<sup>th</sup> day of the school year unless the potential students' grades are finalized earlier. The student earning the highest numerical grade will be named Valedictorian. The student earning the second highest numerical grade will be named Salutatorian. In the event that students are within 100<sup>th</sup> of a point, co-honors will be named. Students must attend TKA their junior and senior years to qualify for Valedictorian or Salutatorian honors based on cumulative grade point average.

### **Credit Courses**

- Any class taken for credit (including classes transferred) that has received a passing grade (70-100) cannot be retaken to receive a higher grade.
- Courses taken under Dual Enrollment will receive Advanced Placement GPA if they are offered by TKA as a substitute for TKA approved AP courses. All other dual enrollment courses will receive honors credit.

### **Dual Enrollment**

- The King's Academy offers Dual Credit classes in conjunction with Florence-Darlington Technical College.
- Seniors of TKA are able to take designated courses in which the students will receive high school and college credit.
- Seniors can earn credit, which will transfer, to any public and most private schools in South Carolina.
- Cost of the course is the responsibility of the parent.
- Cost of the textbook for the Dual course is the responsibility of the parent.
- Students will need to provide their own laptop computers.

### **Extracurricular Eligibility**

- If a student receives two 'F's' in a row (consecutive) in any subject on a Progress and Interim Report, s/he will be on academic suspension for two and a half weeks until the next grade report.
- If a student has two 'F's' (concurrent) in any subjects on any Progress or Interim Report, s/he will be on academic suspension for two and a half weeks until the next grade report.
- If the student has an F in any subject on a Success Report, s/he will be on a SCISA-mandated academic suspension for nine weeks until the end of next quarter.
- Grades will be reviewed by the Head of School the day the Progress and Interim Reports are issued and on the day that ends a nine-week grading period for Success Report information (see school calendar).

#### Academic Suspension

- Academic suspension begins on the third day after the grading period.
- The student and parent/guardian will be notified the date the suspension begins.
- The student and parent/guardian will be notified of the date the suspension ends
- Academic suspension does not end when the grades are pulled up or when notified by the teacher of passing grades.
- Release from suspension is made only by the Head of School.
- SCISA-mandated suspensions require that students not play/participate in extracurricular activities until they are released from suspension.
- TKA-mandated suspensions allow a student to attend practices/rehearsals that do not take the student out of class.
- A student on academic suspension may not leave class for practice or preparation of games, rallies, or events during school hours.
- Students will not be released from class for early dismissal of games, meets, or trips

### **Grades**

Grades given on the Success Reports reflect the student's ability to meet academic standards. Grades reflect tests, quizzes, independent classroom work, homework completion, special projects, and teacher observation. The grade breakdown will be explained to students and communicated to parents/guardians. Students in 9<sup>th</sup>-12<sup>th</sup> grade making a below 'C' average will receive a Progress Report. Nine weeks grades falling below a 'C' could jeopardize the student's acceptance for the following year. Students making a failing grade will affect the student's participation in extracurricular activities.

#### Upper School Grade Point Average

Courses will use the numerical grades assigned and weighted according to course levels. The S.C. conversion scale will be used on transcripts received from in-state and out-of-state schools.

#### Grading System

9<sup>th</sup>-12<sup>th</sup> Grade

100-93 = A 92-85 = B 84-77 = C 76-70 = D 69-0 = F

#### Upper School Grade Formulas

Grades for Upper School students are averaged as follows:

- 1st Nine Weeks Grade = Course Grade (80%) + Nine Weeks Test\* Grade (20%)
- 2nd Nine Weeks Grade = Course Grades (100%)
- 1st Semester Grade = 1st and 2nd Nine Weeks Grade (80%) + Mid Term Exam (20%)
- 3rd Nine Weeks Grade = Course Grades (80%) + Nine Weeks Test\* (20%)
- 4th Nine Weeks Grade = Course Grades (100%)
- 2nd Semester Grade = 3rd and 4th Nine Weeks Grade (80%) + Final Exam (20%)
- Year-end Grade = 1st Semester Grade (50%) + 2nd Semester Grade (50%)

\*Nine week tests are optional; if not given 1<sup>st</sup> and 3<sup>rd</sup> Nine weeks, grade will reflect course grade (100%).

### **Grading Reports**

It is the student's responsibility to keep track of his/her grades. It is the student's responsibility to notify his/her parent/guardian of all failing grades s/he receives between Progress, Interim, and Success Reports.

### Progress Reports

Progress Reports are mailed to parents/guardians of students in the 9<sup>th</sup> -12<sup>th</sup> grade. A student will receive a Progress Report only if his/her overall average in a class is below a 'C' or if the student is having homework difficulties.

### Interim Reports

Interim reports notify the parents/guardians of the student's academic progress, spiritual growth, and behavior. Interim reports will be issued four times a year to all Upper School students. Interim Report envelopes are signed by a parent/guardian and returned.

### Success Reports

Success Reports will be issued every nine weeks for grades 9<sup>th</sup>-12<sup>th</sup> grade. Grades on the Success Reports indicate the degree of mastery achieved by the student as compared to the TKA adopted standard. Success Reports envelopes for 1<sup>st</sup>-3<sup>rd</sup> Nine Weeks are signed by a parent/guardian and returned to school. Success Reports for the 4<sup>th</sup> Nine Weeks will be distributed at Upper School Distribution Day. See TKA school calendar for Upper School Distribution Day. Year-end Success Reports are not mailed.

## **Graduation Requirements**

### College Prep Diploma (SCISA)

The King's Academy provides a comprehensive curriculum for students. To be eligible for a College Prep Diploma from TKA, a student must earn a total of twenty-four units of academic credit, including a Bible credit for each year the student attends the Academy. Students must earn all credit to participate in the graduation ceremony.

### General Diploma (SCISA)

Student in the Discovery Program are eligible to receive a General Diploma from TKA. The student must earn a total of twenty-four units of academic credit, including a Bible credit for each year the student attends the Academy. Two units of the same foreign language may be substituted for two of the following three units: 1 unit of Science, 1 unit of Math, or 1 unit of Social Studies. The difference between the General Diploma and the College Prep lies with the units required for Math, Science, Social Studies, and Foreign Language. Students must earn all credit to participate in the graduation ceremony.

### Certificate of Graduation

If a student is unable to meet the requirements for a General Diploma, a Certificate of Graduation (indicating that he/she has completed four years of academic study) may be awarded.

### Course Requirements

Graduation requirements may be obtained through the TKA Guidance Office and on the TKA website – [www.tkaflorence.com](http://www.tkaflorence.com)

### Graduating with Honors

Students who have 4.0 or higher cumulative grade point average all four years of Upper School (9<sup>th</sup>-12<sup>th</sup>) will be eligible to graduate with honors. Honor graduates will be recognized at graduation by wearing gold cords with the graduates' caps and gowns.

## **Home School Classes**

TKA has carefully crafted and structured course of study accredited by SCISA that is supported by activities and curriculum, which prepares students for each level of their education. To ensure the integrity of TKA's course of study and recognition of that integrity with higher institutions of learning, students must take courses offered by TKA unless there is an irresolvable scheduling conflict as determined by the TKA guidance counselor and Head of School. Home school courses are accepted from an accredited home school association transcript at the assigned level.

## **Homework**

- The purpose of homework is to provide reinforcement or enrichment.
- Homework also gives the student the opportunity to work independently on skills learned in class and apply organizational study skills independently.
- Homework is graded according to each teacher's class plan and discretion.
- A student in 9<sup>th</sup>-12<sup>th</sup> grade will receive a Progress Report if student is failing to turn in homework assignments.

## **Make-Up Work/Tests**

- If a Upper School student knows that s/he is going to be absent, the student should obtain a Planned Absence form from the office. The student is responsible for having each of his/her teachers complete the Planned Absence form. Each teacher will indicate on the form the assignments to be made up as well as adjusted due dates. The date(s)/time(s)/place(s) for making up any missed tests/quizzes should also be included on the form. This form will be signed by the student and each of his/her teachers. When the form is complete, the student should bring it to the office where a copy will be made. It is recommended that class assignments and homework be turned in prior to absence if possible. It is the student's responsibility to obtain missed assignments and test review from the teacher or a fellow student. If Planned Absence form is not utilized before the anticipated absence or unexcused absence, the absence will carry unexcused absence penalty: the highest grade the student can receive on a test or quiz to be made up will be an 85. At the discretion of an administrator, this consequence may also apply to school related absences when a student fails to use the Planned Absence form to make arrangements with the teachers prior to absence.
- Work assigned prior to an absence will be due the day a student returns to school if the absence is unexcused unless other arrangements have been made with the teacher.
- Unless prior arrangements are made, eight points will be taken off the final grade of the assignment for each day it is late. The late penalty will apply, if the assignment is late due to an unexcused absence or to the student's failure to bring assignment to the class. Whether the penalty will be applied by the day or by the class (in the case of blocked classes) will be at the teacher's discretion. Students who have an excused absence will receive a one-day extension for each day of excused absence without penalty; therefore, if an student is absent only one day, their assignments will be due the day following their return to school. In the case of an extended absence, make up work/due dates will be co-coordinated among the teachers to best benefit the student.

## **Retaking Courses**

- If a student fails a class, the class must be retaken and passed prior to the beginning of the school year or the student may not be promoted the following year. No more than two (2) classes may be taken or retaken during the summer. No more than two (2) classes may be taken or retaken during the school year.
- Only two courses may be recommended for repeating during the summer.
- Students will be allowed to take courses at regionally accredited summer schools or through public and private schools.
- A grade of 70 or above is required in order to receive credit for the repeated course.
- A student will be allowed to make up a course in summer school only once. Subsequent failures must be repeated during the following academic year.
- Summer school courses are accepted as College Prep level only.
- The King's Academy does not accept summer school credit for academic work taken in advance unless the Head of School has given prior approval.

## **Syllabi**

Upper School students will receive a syllabus. The syllabus will include an overview of the subject and grading procedure.

## **Testing**

### Nine Weeks/Mid-terms/Finals

Nine weeks/ Mid-term/ Final Tests will be given to 9<sup>th</sup> -12<sup>th</sup> grade. These tests will reflect only material covered in the previous weeks before the test.

9<sup>th</sup> -12<sup>th</sup> Grade:

- 1st Nine Week Test = Material covered during 1st nine week period – Test given at discretion of teacher
- Mid-term Test = Material covered during 1st and 2nd nine week period only
- 3rd Nine Week Test = Material covered during 3rd nine week period only – Test given at discretion of teacher
- Final Test = Material covered during 3rd and 4th nine week period only

### Exemption to Final Exams

A student in 9<sup>th</sup> -12<sup>th</sup> grade making a 93 average or above for the year in any subject is eligible to exempt his/her final exam in that subject. Students exempting are required to come to school for classes except those for which they have earned an exemption.

Students taking courses with .5 credit will be eligible to exempt at the end of the semester if they have a 93 average or above. Seniors making a 93 average or above are eligible to exempt all mid-term exams.

## **UPPER SCHOOL APPEARANCE CODE**

### **Regular School Day Dress**

- Students should not wear clothing with pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meaning.
- No media promotion for video games, movies or TV programs that do not support Christian principles.
- Musical references need to represent Christian groups that have a witness of performing Christian music.
- Undergarments should be worn but not visible at any time. Clothing that gives the impression of an undergarment or that is part of an undergarment should not be worn. Sport undergarments may not be worn as tops.
- Clothing should not have holes or tears. Ragged or frayed edges on pants, shorts, or skirts are not allowed.
- Tight clothing that is revealing is not permitted.
- Modesty is expected at all times.
- No visible tattoos

#### Upper School Girls: Regular School Day Dress

##### Blouses

- no halter, tank, strapless, off the shoulder, one shoulder strap, cut out athletic, or racer back yoga tops
- no back cut outs
- at least 1 inch wide straps
- midriff must be covered at all times - standing, sitting, or raising of hand
- neckline must be modest; a good guide is a handbreadth from the base of the neck with no visible cleavage.
- lacy, sheer or open weave fabric at the neckline must be above the neckline standard

##### Skirts/Dresses

- length no higher than 3 inches above the top of the knee
- skirts/dresses worn with tights must be dress code length
- top of split no higher than 3 inches above top of knee

##### Shorts

- length no higher than 3 inches above the top of the knee

##### Pants

- must not drag the ground
- worn at or near waist

##### Shoes

- must be worn at all times
- no rubber, beach-type flip flops

##### Hair

- not distracting in regard to color or style

Hats, caps, or other head coverings:

- not to be worn in buildings except in gym during athletic events

Jewelry

- no visible piercing except for pierced ears

#### Upper School Boys: Regular School Day Dress

Shirts

- shirts that are meant to be undershirts should not be worn by themselves or with an unbuttoned cover shirt.

Pants

- worn at or near waist
- must not drag the ground
- belt worn with pants with belt loops

Shorts

- worn at or near waist
- no higher than 3 inches above the top of the knee
- belt worn with shorts with belt loops

Shoes

- must be worn at all times
- no rubber, beach-type flip flops

Hair

- not distracting in regard to color or style.
- Upper School boys may wear their hair longer than the top of the eyebrow if the hair is kept out of the eyes at all times. The student may be required to cut the hair if it is a distraction or covers eyes.

Hats, caps, or other head coverings

- not to be worn in buildings except in gym during athletic events

Jewelry

- no visible piercing

#### Extracurricular Events Dress

- standard for dress at TKA field trips and games and other TKA extracurricular events is the same as Regular Day.
- swimsuits for girls should be modest one-piece or a modest two-piece worn with a tee shirt.
- dresses for Junior Marshals need to follow all TKA Regular Day guidelines – see Beta Club Sponsor
- dress for TKA Prom is as follows:

girls

- dresses should be modest
- TKA dress code length or longer (including splits)
- no strapless dresses
- back and front of dress must meet prom dress criteria – see Junior Class Sponsor

boys

- tuxedos or suit and tie

#### PE Classes/Athletic Practices

##### Upper School Girls: PE Classes/Athletic Practices

Shirts

- loose fitting tee shirt with short sleeves
- neckline no lower than 2 inches (about three fingers width) from base of sternal notch on neck. This is more conservative than the regular day dress standard to ensure modestly.

Shorts

- writing on the seat is not permitted
- loose fitting athletic pants are acceptable
- length no higher than mid-thigh. This standard is more relaxed than regular school day dress for ease of movement.

Shoes

- athletic shoes
- Hats, caps, and other head coverings
- not worn in gym or school buildings during PE

##### Upper School Boys: PE Classes/Athletic Practices

Shirts

- loose fitting shirt with short sleeves

Shorts

- loose fitting athletic pants or shorts
- length no higher than 3 inches above the top of the knee

Shoes

- athletic shoes

Hats, caps, and other head coverings

- not worn in gym or school buildings during PE

## **SCISA Meet, School Ceremony, and Game Day Dress for Athletes**

### **Upper School Girls: SCISA Meet, School Ceremony, and Game Day Dress for Athletes**

- skirts (length no higher than 3 inches above the top of the knee) or dress pants
- no jean skirts, jeans, shorts, cargo pants, or athletic pants
- no casual tee shirts
- no flip flops or casual sandals including Rainbows
- no hats or sunglasses
- cheerleaders may wear their uniform to school with shorts under the uniform that meet dress code if the skirt is shorter than dress code length

### **Upper School Boys: SCISA Meet, School Ceremony, and Game Day Dress for Athletes**

- dress pants
- no shorts
- no jeans, cargo pants, or athletic pants
- collared shirt with logo no larger than palm of hand
- dress crew neck or v-neck sweater
- tie worn with collared shirt to all ceremonies, tie worn on game days/SCISA meets at discretion of coach/sponsor
- shirts tucked in with a belt

## **Lockers, Book Bags and School Supplies**

- no pictures/characters/symbols/words that suggest alcohol, tobacco, drugs, illegal substances, violent behavior, magic, occult, profanity, obscenity, slander, cruelty, racial issues, disrespect, immodesty, sexual inferences, "put downs" (to others or self), or inappropriate double meanings.
- no media promotion for video games, movies or TV programs that do not support Christian principles.
- musical references need to represent Christian groups that have a witness of performing Christian music.

## **Offense**

When a teacher observes an infraction of the dress code, a Dress Code Referral Form should be completed and sent to the office. Student not in compliance will be called to the office. Students who do not meet TKA standards will be asked to make necessary adjustments. If correction cannot be made, parents will be notified and asked to bring acceptable clothing. Persistent failure to appear in dress code will result in after school detention.

## **Consequence**

An after school detention will be accessed for the 3rd offense and following offenses.

## **UPPER SCHOOL ATHLETICS**

Students in 9<sup>th</sup>-12<sup>th</sup> grade have the opportunity to participate in JV and/or Varsity sports under the eligibility policies outlined in the TKA Athletic Handbook. Students wishing to participate on more than one team must receive the approval of Athletic Director, all concerned head coaches, and parents. See TKA Athletic Handbook for athletic policies. See TKA Athletic Handbook for athletic policies.

## **UPPER SCHOOL ATTENDANCE**

Students in 9<sup>th</sup>- 12<sup>th</sup> grade will be counted absent per class. Chapel is considered part of Bible class. Attendance will be taken at chapel and absences will be applied to Bible class.

## **Returning to School**

When a student is absent, s/he must sign in through the office when s/he returns to school. Documentation for excused absences must be given to the TKA school office within two days of the absence. It will be the student's responsibility to bring the excuse to the office. If the excuse is not received after two days the absence will be counted unexcused. The Head of School will consider changes in the unexcused status after a parent/guardian conference and if documentation is received and if the appeal is made within the nine-week grading period containing the absence. Changes will be made at the Head of School's discretion.

## **Excused Absences**

Absences will be excused by the office for the following:

- personal illness-parent/guardian or a doctor's excuse documenting an illness
- appointments documented by a doctor
- death in the family
- approved mission trip
- serious family emergencies
- legal responsibilities which require the student's presence
- unique situations which require the Head of School's discretion with advanced notices

## **Loss of Credit Due to Absence**

More than nine absences with no more than four being unexcused will result in an Upper School student not receiving credit for a one-credit course. More than five absences with no more than two being unexcused will result in an Upper School student not receiving credit for a .5 credit course. If a student is absent from a one-credit class more than nine times, the student must attend Saturday School in order to make up the hours missed and receive credit for the class. If a student is absent from a .5 credit class more than five times, the student must attend Saturday School to make up the hours missed and still receive credit for a class. The fee for Saturday School for academic reasons is \$15.00 per hour.

### Extracurricular Activities

To be eligible for a sporting event or school related activity sponsored by TKA, students must attend the equivalent of two block classes the day of the event. If the student is absent because of a contagious illness or disease, parents/guardians are asked to notify the office as soon as possible.

### End of Class Sign Outs

If a student leaves a class more than 20 minutes before a 90 minute class is over or more than 10 minutes before a 45 minute class is over, s/he will be counted absent.

### Saturday School

If a student has gone over the allotted absences and has lost credit for a class, his/her parents/guardians will receive a letter notifying them. If the parent/guardian desires for the student to attend Saturday School to make up the loss of credit, s/he should call the school to schedule Saturday School. The fee for Saturday School is \$15.00 per hour (\$22.50 per one block class). Arrangements will be made by the office for a teacher to supervise the student attending Saturday School, and class work will be provided for the student. Grading of the work done in Saturday School will be at the subject teacher's discretion. When the parent/guardian schedules the Saturday School, the student's account will be charged. In the event that the student does not report to Saturday School, the total fee is not refundable and nontransferable. Failure to schedule/attend Saturday School will result in loss of credit for the class, which will be reflected on the transcript.

## **UPPER SCHOOL COMMUNICATION**

Upper School students may pick up a Weekly Sheet each Friday and taking it home to their parents/guardians or it may be accessed through the website. Upper School students and parents/guardians should avail themselves of school information contained in the Weekly Sheet and published on the TKA website.

## **UPPER SCHOOL CONDUCT AND DISCIPLINE**

The basic approach to discipline is to trust students and grant freedom to the greatest extent that the student's behavior will allow, both individually and corporately. The rules of TKA build and instill responsibility. Effective teaching and discipline require a consistent approach of clearly established rules and consequences. The staff at TKA recognizes that adolescents are in training and that the school plays a part in the process of students learning to choose what is right.

The discipline policy is not intended to be all-inclusive. Modifications will be made when necessary at the discretion of the Head of School. Additional infractions will be added and penalties will be modified as the need arises at the discretion of the Head of School. A student's participation in extracurricular activities will be affected for offenses of behavior standards.

### **Level I Offenses and Consequences**

#### Level I Offenses for Upper School

1. Disobeying teacher's posted classroom rules.
2. Disobeying the following school rules:
  - Disrespectful attitude, words, or actions to staff (i.e., arguing)
  - Disobedient attitude, words, or actions to staff (i.e., failure to follow a direct request)
  - Unkind attitude, words and actions to a fellow student (i.e., name calling, gossiping)
  - Disrupting class (i.e., being out of seats without permission, refusing to participate in classroom activities, display of distracting behavior in the classroom, talking without permission)
  - Invasion of privacy of staff or student's possessions
  - Poor sportsmanship
  - Bringing items to school without permission of the teacher (i.e., radios, tape players, electronic games, computer disks, magazines)
  - Inappropriate or disruptive hall or restroom conduct
  - Inappropriate classroom, recess, lunchroom, lunch break, or field trip conduct (i.e., scuffling or rough play, throwing objects, failure to follow directions)
  - Disobeying school yard rules or lunchroom rules
  - Eating, chewing gum, or drinking in class
  - Selling items on campus
  - Public display of affection (i.e., kissing, hand holding, embracing) while on the school campus or at related school events (i.e., field trips, TKA sports events, SCISA activities, team ministries, mission trips)
  - Going to vehicles during the day (i.e., between classes, during classes) without staff permission
  - Use of cell phones/text messaging during class. Cell phone will be kept in school office and returned to parent/guardian.
  - Accessing personal email or networking sites during school hours

#### Level I Consequences for Upper School

The class or a student will be given a verbal warning. Persistent behavior will not receive repetitive warnings. Posted rule can count as verbal warning. If behavior continues the teacher may:

Dismiss the student from class to the office if the behavior is disruptive and interferes with classroom learning. A student dismissed from the class will receive an unexcused absence for that class and will receive a Discipline Form indicating offense. A copy of the Discipline Form will be sent home to be signed by the parents/guardians. The office will administer consequences based on the number of Discipline Forms the student has received.

1<sup>st</sup> offense = Student will meet with Administrator

2<sup>nd</sup> offense = After School Detention\*

3<sup>rd</sup> offense = After School Detention

- 4<sup>th</sup> offense = After School Detention
  - 5<sup>th</sup> offense = After School Detention
  - 6<sup>th</sup> offense = After School Detention
  - 7<sup>th</sup> offense = Saturday Detention\*
  - 8<sup>th</sup> offense = Saturday Detention
  - 9<sup>th</sup> offense = Saturday Detention and conference with Head of School, student and parent/guardian
  - 10<sup>th</sup>+ offense = Saturday Detention\* and conference with Head of School, student and parent/guardian.
- Every Level I offense after ten will be treated as a Level II offense and may lead to dismissal.  
 \*See policies for After School and Saturday Detention

## **Level II Offenses and Consequences**

### Level II Offenses for Upper School

- Involved in or creating the impression of involvement in immoral activities
- Lying or being deceitful
- Stealing or being in possession of another person's property (Restitution required)
- Fighting - physically or verbally.
- Purposely kicking, tripping, pushing, or hitting another student
- Profanity or obscene gestures, slanderous or cruel statements
- Offensive material, pictures, or language
- Discriminatory remarks, racist statements, and "put downs"
- Disrespectful or rebellious attitude or language
- Possession (i.e., on their person, in their book bags, cubbies, or lockers) of fireworks, cigarettes, minor pornographic material, knives (including pocket knives)
- Forgery
- Threat to student or staff
- Failure to attend class
- Academic dishonesty including, but not limited to cheating\* plagiarism\*\*, collusion and falsification of information (Work will receive a grade of zero.)
- Deliberate minor damage to books, materials, furniture, building, etc. (Restitution required by the student)
- Leaving the campus without approval from the office
- Taking the Lord's Name in vain
- Any comments concerning bringing weapons to school
- Use of recording device in class without teacher's written permission (see Permission to Record Form)

\*Cheating - the act of gaining or attempting to gain unfair advantage or assisting another in gaining or attempting to gain an unfair advantage; the act of receiving or giving information for a dishonest purpose.

Examples are:

- Copying another person's work (tests, quizzes, homework, workbooks, etc.) or allowing someone to copy your work.
- Asking for or giving questions and/or answers to tests or quizzes.
- Getting unauthorized information (i.e., books, notes, and electronic devices) during a test or quiz.
- Turning in another's work as your own.

\*Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

### Level II Consequences for Upper School

Level II consequences are handled by the Head of School.

- 1<sup>st</sup> offense = Saturday Detention
- 2<sup>nd</sup> offense = Saturday Detention
- 3<sup>rd</sup> offense = Three days OSS – Unexcused absences from class
- 4<sup>th</sup> offense = Dismissal from TKA

## **Level III Offenses and Consequences**

### Level III Offenses for Upper School

- Persistence of behaviors in Level II. Persistence will be determined by four Level II offenses for students in 9<sup>th</sup>-12<sup>th</sup> grade accumulated during the school year.
- Vandalizing or destroying property willfully. (Restitution required)
- Possession of weapons, drugs, drug paraphernalia, alcoholic beverages, and/or pornographic materials on campus
- Use of tobacco on campus.
- Violation of bodily propriety.
- Sexual Harassment

### Level III Consequences for Upper School

1st offense - Dismissal from school.

A hearing with the TKA Board of Trustees may be requested by the parent/guardian. If a hearing is requested, the student will not be allowed to attend classes until the hearing with the Board of Trustees is completed.

## **Anti-Bullying Policy**

TKA regards all of the following behaviors as forms of bullying if engaged in over a period of time. Individual instances of the following will be noted, and students and parents will be notified through Level I policy. Repeated instances will be considered bullying, and student will receive Level II discipline.

- pushing, shoving, punching, kicking, poking, hitting, tripping
- damage to clothing, school books, interference with another's personal property whether clothing, lunches, school material or other
- writing derogatory remarks about another in any place
- attempting to get another student in trouble
- threatening another student
- using abusive or mocking language toward a student
- demanding money from another student
- demanding that another student act in particular ways toward authority
- demanding to see another student's private notes or letters
- preventing other students from cooperating with school staff
- forcing other students to do one's task
- forcing another student to share his/her school work
- making mocking sounds toward another student
- imitating a student's accent, voice, clothing, or personal belongings
- drawing attention to any physical characteristic of a student in a derogatory way
- making fun of another's ability or lack of ability
- making derogatory reference to a person's parents, family, or home
- making comments about sexual orientation as a put down
- attempts to continually ostracize a person
- blackmail
- offensive or cyber bullying (e.g., Internet, phone) will fall under off-campus policy.

(Guidelines from the Department of Education)

Parents Resource - [Help! My Child is Being Bullied](#) by Dr. Bill Maier, Focus on the Family - Tyndale House Publishers

## **Off-Campus Behavior**

Students who attend The King's Academy represent the school and the school's standards on and off-campus as long as they are enrolled at the Academy. TKA students are held accountable by the Academy for offenses that do not uphold behavior, appearance, or dignity standards (see Section I of this Handbook). This includes actions by students or material that represents students (i.e. MySpace, Facebook, Cyber-Bullying). Examples of off-campus offenses are:

- consuming alcohol
- using tobacco
- inappropriate or immodest behavior or appearance
- using profanity
- using illegal drugs
- viewing pornography
- premarital sex
- involvement in or attesting to the involvement in immoral activity

## Consequence

The Head of School will report all off-campus offenses to the TKA Board of Trustees. The first offense will result in a three-day suspension. The first off-campus offense will affect participation in extracurricular activities that fall within one week of the offense. A conference with the parents/guardians is required before the student will be allowed to return to class following a suspension. If the student has been accepted for the following year and the offense occurs during the summer, the student will be asked to appear before the TKA Board of Trustees.

The second off-campus offense will result in immediate dismissal from school.

## **UPPER SCHOOL DETENTION AND SUSPENSION**

### After School Detention:

After School Detention will be scheduled on Wednesday for one hour after school (2:50 p.m.–3:50 p.m.). If a student is absent on the day of detention, the detention will be rescheduled. If a student is not absent but does not report to detention for any reason, the student will serve 1/2 day ISS the morning following detention and will be counted absent from class. Detention will not be rescheduled for work schedules, appointments, or out of town trips. Excessive after school detentions will result in Saturday detention.

### Saturday Detention:

A \$25.00 fee will be charged to the student's account. Detention will not be rescheduled for work schedules, appointments, or out of town trips. Failure to attend Saturday Detention will result in an additional detention/s and fee. The fee for the missed detention is non-refundable and non-transferable. If the student is ill and cannot attend Saturday Detention, the parent/guardian must call the Head of School or designee prior to 6:00 a.m. Saturday morning to avoid a charge. In the case of illness, the Saturday detention will be rescheduled.

### In School Suspension

Students who serve ISS are not permitted to attend class or school events during ISS. ISS is counted as an unexcused absence (see policies for unexcused assignments, make-up work, and testing). It is the student's responsibility to obtain information and assignments given while serving ISS.

### Out of School Suspension (OSS)

Students who serve OSS are not permitted on campus during the school day or during after school extracurricular events. OSS is counted as an unexcused absence (see policies for unexcused assignments, make-up work, and testing). It is the student's responsibility to obtain information and assignments given while serving OSS. A meeting with the Head of School, student and parent/guardian will be scheduled prior to the student returning to school

### **UPPER SCHOOL ELECTIVES**

Students in Upper School take .5 or one credit elective classes. Students are placed in elective classes in order of seniority. Students placed in teacher/office assistance elective or teacher cadet elective must have recommendation of Head of School. Teacher/office assistance elective is a non-credit course.

### **UPPER SCHOOL FINE ARTS**

Students in 9<sup>th</sup>-12<sup>th</sup> grade have the opportunity to participate in drama, band, art classes and Fine Arts events.

### **UPPER SCHOOL GUIDANCE SERVICE**

The purpose of the guidance office is to assist students and their parents/guardians in making academic decisions.

Services offered are:

- PSAT/PLAN instruction testing
- Students' profiles including academic grades, extracurricular activities and leadership roles
- SAT/ACT testing information
- College requirements
- College and Career Night
- Transcripts
- Letters of Recommendation

### College Visitation Policy

- Juniors and seniors are allowed three additional days of excused absences to visit college campuses.
- Student must fill out a college visitation form prior to being absent.
- Information about a scheduled appointment, including the name and number of college representative, will be required on the form.
- Forms must be turned in 24 hours prior to the absence to obtain the additional days of absence.
- Forms are available in the office.
- Documentation must be signed by the representative of the college and the parent/guardian of the student in order for the student to receive an excused absence. This documentation must be turned in the day the student returns to school.
- If the student has already been accepted to a college, then any further requests for absences for college visits must be made to the Head of School by the parent/guardian. Visits for scholarship interviews will be granted.

### Transcripts

TKA will send up to three transcripts without charge to colleges indicated by juniors and seniors. Transcripts cannot be processed same day as request. Parents/students should allow one business week for the transcripts to be processed after the request is made.

### **UPPER SCHOOL LIBRARY**

The library has open checkout times posted for Upper School students to take advantage of the library services. Students may check out books for a set period of time. An overdue fine will be charged if books are turned in late. Reference books may not be checked out overnight.

### **UPPER SCHOOL LOCKERS**

- A student involved in athletics and/or taking PE will be issued a locker in the locker room. Students need to use locks provided by the school and keep lockers locked at all times.
- The school is not responsible for missing or stolen items.
- Lockers are the property of TKA, and TKA reserves the right to search a student's locker at any time.
- Items left in the locker rooms will be placed in the lost and found and/or a fee may be charged.

### **UPPER SCHOOL LUNCH**

- Student may bring a lunch from home or order from the hot lunch menu.
- Parents/Guardians will be notified of menu and cost.
- Lunches ordered from the menu may be paid for by check or charged to the student's account. Parents may set up a credit through Student Accounts from which lunch charges may be drawn. No cash is accepted for lunch orders
- Drinks, chips, and snacks will be available daily for purchase.

### **UPPER SCHOOL MISSIONS WEEK**

All 9<sup>th</sup>-12<sup>th</sup> graders participate in Missions Week, which usually takes place in March. Mission opportunities are provided for each student. Students in 9<sup>th</sup>-12<sup>th</sup> grades have a choice to serve locally or to participate in national or international missions. Students who travel nationally or internationally raise their own funding. Scholarships for national and international trips are available through the Spiritual Life Director; an application needs to be submitted six weeks prior to the trip. Each student is disciplined for several months prior to serving on a missions trip. TKA's goal is for each student to have exposure to missions, evangelism and service to others. Our vision is to bring the world to Christ and Christ to the world.

### Alternative Trips

A parent/guardian who desires that his/her child participate in a missions trip that is not TKA sponsored should submit a written request to the Spiritual Life Director one month prior to TKA's Missions Week. The alternative trip may be with a church or family group and must take place the same week as TKA's Mission Week and have standards and hours equal to those of a TKA trip. If the trip is approved, the student will not be counted absent during Missions Week. Missions Week absences that are not approved will be counted as unexcused absences.

### **UPPER SCHOOL PHONE USE**

- Any use of cell phone or text messaging (sending or receiving) during school hours is a Level I offense. Cell phones should not be seen or heard. Cell phones may be on the student's person; however, the phone should be off during school hours.
- Cell phones being used by student will be kept in school office and returned to parent/guardian.
- Students will be allowed to use the office phone with the staff's permission.
- Use of phone for cyber-bullying while on campus will result in a Level II discipline.

### **UPPER SCHOOL PROMOTION**

- If a student fails a class, the class must be retaken and passed prior to the beginning of the school year or the student may not be promoted the following year.
- Students failing three courses will not be allowed to advance to the next grade level.
- To be considered a Sophomore (grade 10), a student must have 6 Units for the College Prep Diploma or General Diploma.
- To be considered a Junior (grade 11), a student must have 12 Units for the College Prep Diploma or General Diploma.
- To be considered a Senior (grade 12), a student must have 18 Units for the College Prep Diploma or General Diploma.
- For Graduation 24 Units is required for the College Prep Diploma or General Diploma.

### **UPPER SCHOOL STUDENT DRIVERS**

- Student drivers must have a Driver's Registration Form on file in the office before driving to school.
- Students will not be allowed to loiter in the parking lot during the school day, and students must park in designated student parking.
- TKA students will not be allowed to drive on school sponsored events.
- The King's Academy is not responsible for students riding in vehicles where the driver is a TKA student.
- A student who is driving in an unsafe manner on school property will receive a Driver's Warning. If a second warning is given, the Head of School will limit the student's driving privileges on campus. Definition of unsafe manner will be at the discretion of the Head of School.
- Any irresponsible or inappropriate driving of vehicles on school property may result in a Level II discipline if the action is deemed to endanger the students driving or bystanders.
- Driving or tampering with another student's vehicle is prohibited
- Consequences of unauthorized or inappropriate use of vehicles may include revocation of driving privileges, lunch privileges, and/or student sign-out privileges.

### **UPPER SCHOOL STUDENT RECOGNITION**

Upper School students are recognized at the Academic Awards Ceremony for the following:

Leaders in Action – Jr. League of Florence	Senior Scholarship Awards	Optimist Club Speech Competition
SCISA Literary Meet	Fine Arts Performances	SCISA Musical Festival
Band	SCISA Art Show	SCISA Certificate of Honor
Field Day Ministry	SCISA Math Meet	Wendy's Heisman Award
SCISA Quiz Bowl Team	Student Government	Yearbook
Academic Letter and Pins	Outstanding Bible Student	Palmetto Boys' State
Outstanding Spanish	Outstanding Social Science	Palmetto Girls' State
Outstanding Math Student	Outstanding English Student	Outstanding Science Student

Upper School athletes are recognized at the Fall, Winter, and Spring Athletic Banquet. This list is not all inclusive and changes will be made at the discretion of the Head of School.

### **UPPER SCHOOL TARDINESS**

#### Class

Upper School students will be counted tardy up to ten minutes after class/chapel is scheduled to begin. After ten minutes, the student is counted absent. If a student is tardy at the beginning of the day, to class during the day or to chapel s/he will be sent to the office to receive a tardy slip. Tardy records are kept on a semester basis.

#### Excused Tardies

An excused tardy is granted for the following reasons. An excused tardy will be granted only when a student presents a note from his/her parent/guardian.

- Illness
- Car Trouble
- Accidents
- Health care appointments
- Family emergency

#### Unexcused Tardies

Examples of an unexcused tardy are:

- Oversleeping
- Getting started late

- Forgetting school items and returning home for them
- Socializing instead of going to class
- Failure to bring a written note for a tardy that would otherwise be excused

#### Consequences for Tardiness

Three (3) tardies to any class will equal one (1) unexcused absence.

#### **UPPER SCHOOL TEACHER APPRECIATION**

- The Head of School should be notified of anything that involves parents/guardians or students collecting monies from the parents/guardians/students for teacher gifts or parties.

#### **UPPER SCHOOL TECHNOLOGY STANDARD**

- No TKA student will be allowed access to computers on campus unless the Technology Acceptable Use Form has been read and signed by both student and parent/guardian. The use of electronic communications is a privilege, not a right. Inappropriate use will result in disciplinary action by school officials and/or canceling those privileges. Use of electronic communications at school must be in support of education and research consistent with the educational objectives of The King's Academy, Inc. Students accessing personal email or networking sites during school hours will receive a Level I discipline.
- Any student wishing to use a recording device in a classroom must complete the Permission to Record Form and turn in to the office. Permission to Record Form requires the signature of both the student and the teacher.